

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, JUNE 24, 2013 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVENUE

7:00 P.M.

REGULAR MEETING

CALL TO ORDER. . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

PLEASE TURN OFF CELL PHONES . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

INVOCATION WARD 2

PLEDGE OF ALLEGIANCE

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA

A. Minutes from Called Meetings & Budget/Goal Work Sessions

- 1. May 22, 2013
- 2. May 28, 2013
- 3. May 30, 2013
- 4. June 5, 2013
- 5. June 10, 2013 (Work Session Only)

B. Departmental Reports for May 2013 (in a separate file on your I-pad)

2. FINANCIAL:

A. May, 2013 Financial Report

B. FY 2012-13 Budget Amendments

C. FY 2013-14 Proposed Budget Action Items:

- 1. Resolution for the Adoption of the FY 2013-14 Budget
- 2. Adoption of Goals/Priorities
- 3. Adoption of Fee Schedule

D. Award Roof Repair/Replacement Bids

3. OLD/NEW BUSINESS

A. Ward 6 School Board Appointment

B. Consideration of a Resolution Authorizing a Letter of Intent to the U.S. Army Corps of Engineers for a study to determine the feasibility of a flood risk management project in the City of Franklin.

C. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS

5. **CLOSED SESSION** – I move that the Franklin City Council meet in closed session to consider appointments to boards and commissions pursuant to Virginia Code Section 2.2-3711 (A) (1).

Motion Upon Returning to Open Session: I move that the only matters discussed during the session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

7. **ADJOURN**

UPCOMING ITEMS TO BE SCHEDULED...

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

SUBJECT**TENTATIVE TIME LINE****Shared Services Agreement with Southampton County****TBD****Paid Time Off (PTO) Policy Discussion****TBD**

CONSENT AGENDA

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A. Minutes from Called Meetings & Budget/Goal Work Session

- 1. May 22, 2013**
- 2. May 28, 2013**
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B. Departmental Reports for May 2013 (in a separate file on your I-pad)

**CALLED CITY COUNCIL MEETING
BUDGET & GOALS WORK SESSION I**

The Franklin City Council held a Called Meeting for a Budget & Goals Work Session on Wednesday, May 22, 2013, at 6:00 p.m. in the Council Chambers, 207 West Second Avenue.

Council Members in Attendance: Raystine D. Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Mary Hilliard, and Mona Murphy (Councilmen McLemore and Blythe absent).

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, IV, City Attorney; Jen Maynard, Registrar; Steve Newsome, Information Technology Specialist; Carolyn Joyner, Director of Human Resources; Melissa Rollins, Director of Finance; and Phil Hardison, Chief of Police.

Other Staff in Attendance: Robert Porti, Deputy Chief of Police; Joe Ann Faulk, Financial Accountant and Leesa Livesay, Acting Secretary, Recording Minutes.

CALL TO ORDER

The Called City Council Meeting was called to order by Mayor Johnson-Ashburn.

Manager Martin opened the meeting with introductory remarks, highlights and accomplishments of FY 2012-2013. Manager Martin informed everyone of the City's bond rating which was upgraded from an A3 rating in 2010 to an A2 rating.

Manager Martin presented a Vehicle Purchasing Report previously requested by Council for inclusion in the budget documents and then recognized Jen Maynard, Registrar; to review highlights of her budget proposal.

Registrar

Mrs. Maynard commented on the budget proposal for the Registrar's Office; she stated there will be three elections within this budget cycle. The budget will stay basically the same except for a 3% increase for the registrar salary as approved by the State effective August 1, 2013.

Vice-Mayor Cheatham asked whether the State contributes funds for elections.

Mrs. Maynard answered the state does not contribute funds for special elections.

Human Resources

Mr. Martin commented on highlights of the budget proposal for Human Resources which includes the transition of a part time employee to a full time status at a cost of \$23,400; this will allow the City to comply with regulations under the Health Care Act. Carolyn Joyner, Director of Human Resources also commented and was available to answer questions.

Councilwoman Murphy asked what the annual salary would be under the proposed budget.

Mrs. Rollins answered the proposed salary is \$27,201.

Councilwoman Hilliard asked how much overtime hours had the part time employee accumulated this year, which this position is shared by the City Manager, City Attorney and the Human Resources Director.

Mrs. Joyner answered eighty two hours from July to March.

Councilwoman Murphy asked what the title of the full time position would be.

Mrs. Joyner answered Administrative Secretary.

Mayor Johnson-Ashburn asked about the title of the vacant position that was previously shared by the City Manager and City Attorney.

Mrs. Joyner answered Executive Secretary.

Councilwoman Hilliard asked if the overtime accumulated is because of shared time.

Manager Martin answered that is correct; the City cannot sustain a part time position with all the duties that are required.

Mayor Johnson-Ashburn asked if at some time the Administrative Department would require two full time positions.

Manager Martin replied that he recommended further details concerning this matter be discussed in Closed Session since it would involve specific individuals.

Manager Martin advised Council that Mrs. Joyner had been attending seminars to become more informed on the Health Care Act. Mrs. Joyner added she has submitted a survey of the details on the City's insurance coverage to the state and hopefully our insurance coverage options will improve next year.

Information Technology

Manager Martin introduced Steve Newsome, Information Technology Specialist to review highlights of the budget proposal which includes an upgrade to the existing equipment in City Council Chambers to improve the visual and audio broadcast and rebroadcast of Council Meetings.

Councilman Burgess suggests checking with Charter and see what opportunities are available on recording the City Council Meetings.

Councilwoman Hilliard asked for an estimate on these improvements

Manager Martin replied the current estimate is \$20,115.00.

Mr. Newsome stated this estimate covers monitors and cameras. He will need to further check to determine whether the estimate will cover the cost of new microphones.

Mayor Johnson-Ashburn asked what the additional \$700.00 represented under the City's Manager's recommendation.

Mrs. Rollins answered that is the VRS additional cost.

Police & E911

Manager Martin made general comments then recognized Chief Hardison to review highlights. Chief Hardison commented on changes and highlights of the Public Safety Administration Budget Proposal which reflects operations of the Police and E911 Communications Department. The decrease in funding is primarily attributed to reprogramming of a vehicle purchase from the operating budget to the capital budget and various other operating decreases. The budget also includes the recommendation of the Police Chief to re-grade an existing position to the rank of Captain. The E911 budget reflects costs (\$10,500) to upgrade the salary of a new communications manager, a position vacated in the current year budget by retirement. This increase is deemed necessary in order to obtain a qualified person in a highly competitive market for similar positions offered in the region. The cost is offset in part by a \$15,000 reduction in maintenance service contracts.

Mayor Johnson-Ashburn asked for a report on salary comparisons.

Chief Hardison replied he would provide this report for distribution at a later date.

Mayor Johnson-Ashburn and Council commended Chief Hardison and his staff on the outstanding service they have been providing.

Councilman Burgess asked what the two big increases were for under Professional Services and Professional Services IT in the Police Budget Request.

Chief Hardison answered there is no IT Network Administration type service within their agency at the moment and that expense is for the contracted service that the Department may need to maintain their equipment.

Manager Martin stated contracting our IT service may be more cost effective than having to pay someone a salary and benefits to serve as the City's Network Administration.

Animal Control

Manager Martin stated there is no significant change in the budget proposal for FY 2013-2014 in Animal Control.

Judicial Administration

Manager Martin presented the budget proposal for the Judicial Administration

- Joint Services – The City shares the cost of court services with Southampton County based on an agreed upon distribution formula of 30% of the total cost.
- District Court – Juvenile – Includes cost incurred for juvenile detention. The increase is due to the budgeting of the City's local match requirement for the juvenile crime control services.
- Western Tidewater Regional – The City's cost for FY 2013-2014 for adult prisoner care will remain the same as FY 2012-2013.

Manager Martin informed Council there will have to be a budget increase in the future for security enhancements for the Court House and this will be on a ten year note and shared with Southampton County.

Councilman Burgess asked if this expense would be under the Circuit Court Line Item.

Mrs. Rollins answered this expense would most likely be under the Joint Operations Line Item.

City Attorney

Taylor Williams, IV presented his budget proposal which includes \$18,000 to update the City Code with updated Ordinance records. The current publication was last updated in 2005. Outdated records are available to the public and cause confusion and increase the likelihood of mistakes when use of records which have been amended occurs. Mr. Williams also added we will have to do a substantial update or do a new code and doing the whole new code is more cost effective.

Mayor Johnson-Ashburn called for a ten minute recess at 7:50 p.m.

Budget Work Session resumed at 8:00 p.m.

City Manager

Manager Martin did not have any changes in the City Manager Department except for any personnel changes which should be discussed in Closed Session.

Finance

Manager Martin made introductory comments then recognized the Finance Director for highlights. Mrs. Rollins presented her budget proposal which includes the City realizing savings as a result of procuring a new auditing firm effective with the FY 2011-2012 audit. Mrs. Rollins also announced the retirement of Nancy Layman, Accounting Supervisor; as of July 1, 2013 there will be a vacancy in the Finance Department and Mrs. Rollins will be working to fill this important position. Mrs. Rollins stated procuring an alternative Accounting Software and possibly looking into options/bids for the City's insurance carrier were other priorities.

Councilman Burgess asked if the City had any insurance claims this year.

Mrs. Rollins answered yes the City has had some claims.

Councilman Burgess asked if the City had looked into any safety programs to try and reduce our premiums.

Manager Martin answered the City has revitalized its Safety Program including the staff committee and we now have monthly meetings organized by Chief Vince Holt and a Wellness Program chaired by Brenda Rickman in an attempt to lower premiums.

Councilman Burgess asked a time line for acquiring new Accounting Software.

Mrs. Rollins replied she hopes to have the new Accounting Software up and running in a year.

City Council

Manager Martin presented the budget proposal for the City Council Department expenditures which reflects an appropriation in the Contingency Fund of \$125,000 which is less than 1% of the total general fund budget and \$40,382 more than the FY 2012-13 budget of \$84,000. The budget also includes funding for various agencies and organizations in the City. Management's recommendation for FY 2013-2014 is the same as the current fiscal year for all agencies with a few minor exceptions. This is the part of the budget that covers the different outside agencies that ask for funding assistance from the City each year.

Vice-Mayor Cheatham asked what effect that the New Health Care Act will have on agencies such as Western Tidewater Health Clinic and other such agencies that request and receive City support.

Manager Martin stated he has raised this question at these agencies and no one has an answer for this question at this time.

Vice-Mayor Cheatham voiced his concerns with Smart Beginnings; Council has yet to be given any additional information concerning this agency and the results of its efforts.

Manager Martin stated he has attended Smart Beginnings' Meetings and these meetings were informative and additional information would be forthcoming from the agency.

Councilman Burgess' concern is Smart Beginnings list of accomplishments are not matching with the information that the schools have provided.

Mayor Johnson-Ashburn stated she is willing to go back to the last year's funding year of \$7,500 instead of the current year's funding level of \$15,000.

Councilman Burgess stated he thinks Council needs more information before a decision can be made.

Manager Martin stated he would try to get additional information on results of Smart Beginnings' efforts to better inform Council.

Mayor Johnson-Ashburn also requests Council to review the Goal Setting Manuals and if they have questions, now is the time to bring them to the table for discussion regarding the draft priorities included in the proposed budget document.

School Board Appropriation

Following and overview by Manager Martin, Mrs. Rollins presented the School Board Appropriation which includes the FY 2013-2014 local share which represents an increase of \$500,146 (10%) over the FY12-13 adopted base appropriation. This amount represents a variance from the School System requested budget for the carryover not utilized in FY 2010-2011. The recommended local appropriation for FY2013-2014 is derived from the base FY 2012-2013 appropriation of \$4,837,395 plus the FY 11-12 carryover of \$643,194 for a total of \$5,480,569. It is the City Manager's recommendation that the School System utilize the bulk of these funds for one-time expenditures for the School Division as the City is not obligated to provide the same level of funding including the prior year carryover amount the ensuing fiscal year. State funding in the proposed budget increased by \$243,619 nearly 3.0% over the FY 2012-2013 budget largely due to the state share to fund a 2.0% salary increase for teachers effective August 1, 2013.

Revenue Summary

Manager Martin gave a brief summary of FY 2013-2014 Revenue Summary in the General Fund. He stated over 56% of General Fund revenues are derived from taxes; 32% from real estate and personal taxes and 24% from other local taxes such as meals, sales, cigarette, lodging and license taxes. The next largest source is revenue from the State (both categorical and non-categorical aid such as state reimbursement for shared expenses, HB 599 funds for police, street and highway maintenance funds and the state PPTRA reimbursement). A complete analysis of all revenue sources is included in the following section (Revenue Analysis and Description). The Manager emphasized that the projections are intended to be conservative to avoid any shortfalls in revenue from projections unrealized.

Do to the late hour, Council decided to recess and Defer Closed Session Discussions to the next Budget Work Session scheduled for Tuesday, May 28, 2013 at 6:00 p.m.

A motion was made by Vice-Mayor Cheatham to recess the Budget Work Session to the next Budget Work Session date scheduled for Tuesday, May 28, 2013. Councilwoman Hilliard seconded the motion and it passed with a 5-0 vote (Councilmen McLemore and Blythe absent).

Meeting recessed at 8:57 p.m.

**CALLED CITY COUNCIL MEETING
BUDGET & GOALS WORK SESSION (#2)**

The Franklin City Council held a Called Meeting for Budget Work Session (#2) on Tuesday, May 28, 2013, at 6:00 p.m. in the Council Chambers, 207 West Second Avenue. The meeting was recessed from the May 22, 2013, Work Session on the FY 2013-2014 Budget & Goals.

Council Members in Attendance: Raystine D. Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Mary Hilliard, and Mona Murphy (Councilmen McLemore and Blythe absent).

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, IV, City Attorney; Mark Bly, Director of Power & Light; Brenda Rickman, Commissioner of Revenue; Dinah Babb, Treasurer; Dan Howe, Director of Downtown Development; Melissa Rollins, Director of Finance; Alan Hogge, Director of Social Services; Frank Davis, Director of Parks & Recreation.

Other Staff in Attendance: Joe Ann Faulk, Financial Accountant; Gwen Wilson, Administrative Services Manager; and Leesa Livesay, Acting Secretary, Recording Minutes.

CALL TO ORDER

The Called City Council Meeting was called to order by Mayor Johnson-Ashburn.

Mayor Johnson-Ashburn announced there would be a change of order in the sequence of the meeting noted on the Agenda. Parks & Recreation would present their proposal first.

Parks & Recreation

Frank Davis, Director of Parks & Recreation; reviewed highlights of the Budget Proposal for the Parks & Recreation Department which includes a net increase of \$8,607 in additional funding for programs and maintenance associated with the Martin Luther King, Jr. Center and Athletic Fields. While operating expenses increased overall by \$7,300, personnel cost realized a savings of \$21,000 as a result of a reduction in the cost of salaried personnel for the department due to a retirement.

Mr. Davis stated the Parks & Recreation Department needs new mats for the martial arts class which cost \$2,000.00 a piece.

Mayor Johnson-Ashburn asked if the martial arts class was fee based.

Mr. Davis replied yes, but the fee covers the instructor not supplies or equipment.

Mr. Davis stated one of the primary facility concerns of the Parks & Recreation Department is the condition of the Armory Park Football Field. The City of Franklin's Football field was renovated eight years ago and is in need of top dressing and maintenance work to keep it as a quality playing surface.

Manager Martin stated that the recent change in personnel has freed up funds that will result in some of these changes being completed as recommended in the proposed budget.

Mr. Davis stated the Parks & Recreation Department was also in need of replacement tables, chairs and upgraded computers.

Manager Martin stated he did a blanket cut of \$5,000.00 in the Capital Outlay requests for further discussion on prioritizing Parks & Recreation capital needs.

Commissioner of Revenue

Brenda Rickman, Commissioner of Revenue; reviewed highlights of the budget proposal for the Commissioner of Revenue which includes an increase attributed to professional service fees required for the 2013 bi-annual assessment of real property.

Councilman Burgess asked how many qualified real estate assessors are in the state.

Mrs. Rickman answered there are seven or eight firms that have been approved by the Department of Taxation.

Councilman Burgess asked if the City has made any progress on upgrading the City's Geographic Information System (GIS) capabilities.

Manager Martin replied the City has been discussing opportunities with Southampton County to coordinate our GIS System with the County.

Councilman Burgess asked how much a GIS System would cost.

Mrs. Rickman estimated a GIS System upgrade would cost between \$60,000 and \$80,000.

Manager Martin stated there was a 3% state increase for state workers and this increase would only affect two salaries in her department. Mrs. Rickman and one Deputy would be eligible for this increase. Mrs. Rickman has agreed to accept the City salary increase and forego the State increase so that she would be treated in like manner to her staff.

City Treasurer

Manager Martin stated Dinah Babb, Treasurer; also has the same issue of the amount of the State salary increase, but Mrs. Babb will be required to take the State's salary increase because of Compensation Board established criteria for minimum salary levels. Mrs. Babb does not desire to be treated differently, but she has no choice in this case.

Mrs. Babb then reviewed highlights of the budget proposal for the City Treasurer Department which includes the transition of a part time employee to full time status at a cost of \$10,800; this will allow the city to comply with regulations under the Health Care Act while utilizing additional resources to further improve delinquent tax and utility collections which will generate additional revenue to offset increased costs. Other operating decreases helped offset the cost of the personnel increase.

Councilwoman Murphy asked for a proposed job description for this full time position as well as the title of the part time position that will be converted to full time position.

City Attorney Williams recommends the Council consider in the future hiring a full time clerk, whose duties will be collections, judgments and garnishments. City Attorney Williams stated by getting judgments on inactive accounts, this will allow an inactive account to stay open for collection without a statute of limitations.

Manager Martin suggested this be brought back in the future for further analysis after staff evaluates options and make recommendations on collection processes.

Downtown Franklin Association

Dan Howe, Director of Downtown Franklin Association; introduced Pam Ellis, President of the Board of Downtown Franklin Association who had accompanied him to the Budget Work Session. Mr. Howe reviewed highlights of the Budget Proposal for Downtown Franklin Association. A portion of the funding for this budget comes from the collection of the additional \$0.24 real estate tax rate assessed in the downtown tax district. The amount anticipated from the tax levy to fund the Downtown Development office is estimated to be \$53,707. The remainder is the City's proposed contribution of \$55,000 which reflects a \$5,000 increase over the FY 2012-2013 city contribution. The City Manager noted this would be the first increase in this funding since DFA was formed.

Mayor Johnson-Ashburn commended Dan and his volunteers for all their effort and hard work to make the City of Franklin what it is today and what it will be in the future.

Councilman Burgess echoed Mayor Johnson-Ashburn's thoughts. He also asked why the benefits were not showing on the budget.

Manager Martin answered benefits are not broken down by line item. The figure reflected in the budget is a lump sum that will be broken down at a later date when the exact numbers are determined.

Mr. Howe is covered under the City of Franklin's Insurance Plan but he is not actually an employee of the City and salary increases are voted on by the DFA Board.

Mayor Johnson-Ashburn declared a ten recess at 8:58 p.m.

Social Services Fund

Alan Hogge, Director of Social Services; reviewed highlights of the Budget Proposal for the Social Services Department which is \$1.663 million. Franklin City residents are provided benefits from the state and federal government via pass through funding from Medicaid, Family Access to Medical Insurance Security (FAMIS), Energy Assistance, Foster Care & Adoption and TANF.

In FY 2012, actual benefits distributed to Franklin citizens were \$23,315,541. The FY 2013-2014 budget reflects funding for the 3.0% state funded salary increases effective August 1, 2013 for state social services employees. This resulted in a minimum impact to the City's local appropriation. The number of staffed positions in the Social Services Fund increased by five from FY 2012-2013 due to filling vacancies in the prior year. Mr. Hogge, presented a handout stating the total amount spent on Social Services in the locality (SFY 2012) is \$24,771,461.00 and the total amount spent on Social Services contributed by the locality (SFY 2012) is \$478,426.00. He also presented demographic information on need.

Power & Light

Mark Bly, Director of Power & Light reviewed highlights of the Budget Proposal for the Power & Light Department. He stated the City of Franklin purchases wholesale electric power from the Virginia Municipal Electric Association (VMEA), who in turn, purchases power from Dominion Resources. Below are the summary recommendations for the FY 2013-2014 Budget:

- ❖ Effective April 1, 2013, the fuel adjustment factor increased
- ❖ Virginia Dominion is projected to increase wholesale power rates an additional 3.6% for the City effective July 1, 2013. As a result of the wholesale power increase and the fuel adjustment charge, customers using an average 1,000 kilowatt hours will see an increase of \$5.78 per month if the City passes the 3.6% increase onto customers as recommended.

Mrs. Rollins commented on the Policy Evaluation including the budget which states the FY 2012-2013 budget included \$266,000 in cash balance replenishment reserves, or 2.0% of the budgeted revenues, net of fuel adjustment, as required via the policy to restore cash balances to meet the minimum requirement. Two percent of net projected revenue is also budgeted for FY 2013-2014 as required by Council policy.

Based on projected annual revenues (net of fuel adjustment) of \$13,420,300, the minimum cash balance in the established policy guidelines for FY 2013-2014 would be \$1,342,000. Based on the assumption of the relationship between revenue and operating costs remaining relatively constant, it could take up to four additional years for the fund to reach the policy guideline and meet the level of cash balances required at the end of each quarter depending upon how much capital reserve funding is set aside and expended. The projections also assume that the City will pass through future major changes in fuel adjustments and wholesale power charges to customers in a timely manner.

Councilman Burgess asked Mark Bly to comment on why the City's cash balance has decreased in recent budget years.

Mr. Bly answered the City of Franklin did not do enough timely retail rate increases when whole sale prices increased. Mr. Bly also stated he has been reducing his operating budget in every way he can to control costs.

Mayor Johnson-Ashburn recommends at some point the Council have a discussion about evaluating and possibly reducing the City's transfer to the Electric Fund.

Vice-Mayor Cheatham stated he is very concerned if a big storm hits, the City could be in trouble if reserves are not built up in the Electric Fund as soon as possible.

Manager Martin stated the City has obligations under the recent borrowing for equipment and other capital items including a minimum threshold of spending that the City has to meet by June 20, 2013.

The City is obligated to meet the spending guidelines so the Manager recommends the Council authorize purchase of equipment listed for purchase in the Enterprise Funds in the minimum amount of \$250,000. These items were included in the borrowing list previously approved by Council.

Manager Martin asked Mr. Bly what his priorities were for the items included on the list in the Power & Light portion.

Mr. Bly answered the Bucket Truck and the replacement van and two pick-up trucks with the backhoe next priority.

The Manager noted the focus would be on the items that can be purchased in a timely manner to meet the requested timetable with other purchases to follow.

Manager Martin asked Council for authorization to proceed with purchasing capital items on the approved borrowing list to as a minimum meet the spreading threshold in June, 2013.

Councilwoman Hilliard asked Mr. Bly what would happen to the vehicles that were being replaced.

Mr. Bly replied they would likely be surplus unless some other city use was determined to be cost effective.

Mayor Johnson-Ashburn asked for the mileage on the vehicles that were being replaced.

Mr. Bly informed Council all these vehicles have over 100,000 miles.

The Council authorized the Manager by consensus to proceed to acquire equipment on the previously approved list to meet the City's threshold obligations in the borrowing then report progress on purchases at a later date.

Closed Session

Vice-Mayor Cheatham motioned that the Franklin City meet in Closed Session to discuss and consider the assignment, appointment, promotion and salaries of employees and to discuss and consider the performance and discipline of appointees to boards and commissions pursuant to Virginia Code Section 2.2-3711 (A) (1). The motion was seconded by Councilwoman Hilliard and passed with a 5-0 vote (Councilmen McLemore and Blythe).

A motion was made by Vice-Mayor Cheatham that the only matters discussed during the Closed Session were those lawfully exempted from open meeting requirements and identified in the motion by which the Closed Session was convened. The motion was seconded by Councilwoman Murphy and approved by a 5-0 vote (Councilmen McLemore and Blythe absent).

Recess

A motion was made by Councilman Burgess to recess this meeting until 6:00 p.m., Thursday, May 30, 2013. The motion was seconded by Vice-Mayor Cheatham and approved by a 5-0 vote (Councilmen McLemore and Blythe absent).

Adjourn

The Called Budget Work Session Meeting for May 28, 2013 recessed at 10:28 p.m.

**CALLED CITY COUNCIL MEETING
BUDGET WORK SESSION (#3) RECESSED FROM MAY 28, 2013 to May 30, 2013**

The Franklin City Council held a Called Meeting for Budget & Goals Work Session (#3) on Thursday, May 30, 2013, which was recessed from Tuesday, May 28, 2013, at 6:00 p.m. in the Council Chambers, 207 West Second Avenue.

Council Members in Attendance: Raystine D. Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Mary Hilliard, and Mona Murphy (Councilmen McLemore & Blythe absent).

Staff in Attendance: Randy Martin, City Manager; Donald Goodwin, Director of Community Development; Vince Holt, Chief of Emergency Services; Melissa Rollins, Director of Finance; Russ Pace, Director of Public Works and Mark Bly, Director of Power & Light

Other Staff in Attendance: Mark Carr, Deputy Chief of Emergency Services; Joe Ann Faulk, Financial Accountant; Jimmy Gray, Airport Manager; and Leesa Livesay, Acting Secretary, Recording Minutes.

CALL TO ORDER

The City Council Meeting was called to order by Mayor Johnson-Ashburn at 6:00 p.m.

AIRPORT FUND ANALYSIS

Jimmy Gray, Airport Manager; presented highlights of the budget proposal for the Airport Fund Analysis which includes:

- ❖ The transfer to the General Fund for administrative services increased from \$2,222 to \$17,833 based on a recent cost allocation analysis of services provided by the General Fund.
- ❖ Revenue from fuel sales remains consistent with the current fiscal year and is indicative of the local economy and region. Sales of FY 2010-2011 was \$95,000 compared to \$120,000 in FY 2011-2012 as a result of activity at International Paper. Sales as of April 2013 were \$85,000 compared to \$102,000 at the same period in 2012.
- ❖ No capital outlay is recommended in the FY 2013-2014 budget. The FY 2012-2013 budget included \$250,000 in state and federal aid for improvements at the facility (i.e. parallel taxiway to Runway 27 and lighting rehabilitation work to the existing runway lights). Any portion of project funding not completed in FY 2012-2013 will be appropriated to the FY 2013-2014 budget via a carry over budget amendment after the current fiscal year ends.

PUBLIC WORKS

Solid Waste Fund Analysis

Russ Pace, Director of Public Works reviewed highlights of the Solid Waste Fund Analysis Budget Proposal:

- ❖ The FY 2013-2014 budget reflects a reduction in the cost of tipping fees due to strategic measures implemented to lower overall cost. Effective August 2012, the City's monthly cost to SPSA was significantly reduced as a result of actions by Public Works with the support of customers to separate yard waste from residential household waste. This will result in an overall estimated reduction of \$192,500 or 34% in the budgeted expense for tipping fees from \$562,500 in FY 2012-2013 to \$370,000 in FY 2013-2014.
- ❖ The efficiency savings realized from the separation of yard waste provided opportunity to reduce the residential waste stream. Other efficiencies in operation were realized by discontinuing alley collections allowing a collection position to be eliminated.
- ❖ The FY 2013-2014 budget includes a reserve appropriation for capital expenditures and replacements in the amount of \$100,000. This does not include anticipated reserves that will be remaining in the current year budget cycle for capital outlay or recycling container reserves. These reserves, \$104,000 and \$88,000 respectively, will be earmarked as restricted fund balance and transferred subsequent to July 1, 2013 in which Solid Waste operations effectively becomes an enterprise fund. This will enable the City to plan for expenditures of capital items (i.e. garbage trucks/containers) on a pay as you go basis as opposed to incurring additional debt.
- ❖ The recycling cart reserve fund was established in 2010 to accumulate funds equal to the difference between the SPSA (\$3.47) and AVES (\$2.66) monthly recycling rates per customer. The difference of \$0.81 was placed in a separate account to be used for the maintenance and replacement of recycling containers. It is recommended that this separate reserve be discontinued in FY 2013-2014, since an enterprise fund for solid waste will be established, and the funds not restricted to recycling containers but used for general capital outlay as necessary including all types of cart replacement.

Mr. Pace also added by separating our waste the City has already saved \$100,000 since August in the current year.

Mayor Johnson-Ashburn asked how many positions are in refuse.

Mr. Pace answered there are eight positions in refuse.

Mr. Pace updated Council on the situation of the refuse trucks, the next truck that needed to be purchased would be a one-armed truck which would assist in further reducing the numbers of personnel involved in collections.

Manager Martin recommends authorizing public works to order the replacement truck included in the borrowing since it will take six months to be delivered.

This truck will cost about \$240,000.

Mr. Pace also informed Council that bids for the replacement roofs included in the borrowed funds will be opened on June 7, 2013.

Mayor Johnson-Ashburn asked what was the total borrowed amount for the General Fund Refinancing new money.

Mrs. Rollins answered \$1,187,000. Of this figure \$874,750 was allotted for the Public Works Department which included roof repairs, street sweeper, garbage truck, excavator, and an AC unit for City Hall.

Mayor Johnson-Ashburn requested an itemized list of what we need to spend.

Mrs. Rollins provided the following itemized list with estimated costs for each.

Roofs	\$282,000
Street Sweeper	\$134,275
Garbage Truck	\$237,000
Excavator	\$175,000
AC Unit	\$ 15,000

WATER & SEWER FUND

Mr. Pace reviewed highlights of the Water & Sewer Fund Budget Proposal:

- ❖ The transfer to the General Fund for administrative services decreased from \$346,361 to \$257,305 based on a recent cost allocation analysis of services provided by the General Fund. Transfer to General Fund for debt restructuring ended with the FY 2012-2013 budget.
- ❖ Debt Service in the fund will increase by \$228,063 from the prior year due to principal payments that will become due in FY 2013-2014.
- ❖ The City conducted a Water & Sewer Rate Study in FY 2012-2013 in order to develop a water and sewer rate structure that provides adequate funding to properly maintain infrastructure, reduce long-term replacement costs through systematic rehabilitation, payback existing debt and provide quality services to the City of Franklin. Recommendations from the study are currently being finalized for review during the budget process and goals sessions to follow.
- ❖ The FY 2013-2014 Budget includes funding to provide for a water tank maintenance program. This will allow the City to perform ongoing maintenance of its wells and water tanks in order to avoid significant increases in expenditures for replacements, maintenance or repairs including tank painting in a single fiscal year, and in doing so, reduce long-term costs.

PUBLIC WORKS (STREETS, GARAGE & REFUSE)

Public Works Streets

Mr. Pace reviewed highlights of the Proposed Budget for the Public Works Streets Department which includes the increase of \$54,348 in funding to acquire a hot mix asphalt trailer and to replace a 1997 service van with over 149,000 service miles which was purchased from surplus for use by the sign technician. Snow removal increased by \$6,500 to repair plow blades and to purchase a salt spreader for the dump truck.

Mayor Johnson-Ashburn asked Mr. Pace for the advantages of having this asphalt trailer.

Mr. Pace answered having an Asphalt Trailer would result in better repairs and less product waste. Mr. Pace also stated the trailer will cost about \$23,000 and he would like to request that crack emulsion be added to this trailer and the price would still be less than \$25,000.

Council Burgess asked how long would this trailer last.

Mr. Pace answered the Asphalt Trailer should last ten to fifteen years.

Mayor Johnson-Ashburn stated the street lines needed to be painted on Armory Drive.

Mr. Pace answered, he has already talked with the painters, and it is just a matter of getting the Company here to do it.

Public Works Garage

Mr. Pace reviewed highlights of the Proposed Budget for the Public Works Garage which includes an increase of \$18,000 associated with unfreezing one position for six months of the fiscal year. This position was frozen in the prior year budget and left vacant until the needs of the department could be evaluated. Funding to replace a twenty year old vehicle lift for the garage is included at \$12,000.

Councilman Burgess asked if the garage was accounting separately for the work orders for the School Board.

Mr. Pace answered Charles Butler, Garage Supervisor, documents the man hours that are spent on the School Board vehicles, but this information is not reflected in the budget.

Manager Martin stated it has been determined that the school's costs provided by the City forces are \$88,000. At this time, the amount is not in the budget, but this amount will be added to the budget for servicing school vehicles in the future with an increase of the same amount to their revenue allocation.

Mayor Johnson-Ashburn suggested installing a monitoring system to observe an employee working alone in the garage for safety purposes.

Vice- mayor Cheatham asked if we did not have to work on school buses would we still need another employee in the garage. Mr. Pace would need to do research to respond.

Mr. Pace thanked Mayor Johnson-Ashburn and Council for their support.

Mayor Johnson-Ashburn called for a ten minute break at 7:24 p.m.

EMS – FIRE & RESCUE

Chief Holt presented the budget proposal for the EMS – Fire & Rescue Department which included the City's cost for full year funding of 12 firefighter medic positions, of which nine positions (personnel costs) are funded via a federal grant. The new positions will enhance service delivery to Franklin citizens and citizens served outside the city limits in Southampton County covering a 27 square mile total response area. Two ambulances will now be fully staffed with one stationed at the Hunterdale Fire Station. The City receives \$108,354 from Southampton County as its contribution for services provided by the City currently.

Mayor Johnson-Ashburn requested Chief Holt bring the recently hired firefighters to a Council Meeting for introduction.

Chief Holt stated most of the increases in the budget are due to the new hires.

The \$10,000 in the budget under line item 3320 is for the cleanup costs of Meth Labs discovered in the City which is now a local responsibility. This is an estimate from Hazardous material contractors on the cost to dispose of hazardous materials.

Mayor Johnson-Ashburn asked about the overtime line, she stated she thought the overtime would decrease with the new hires.

Manager Martin added this line item was somewhat continuing as presented. This was being estimated with the new hires included. He asked the Chief to explain FLSA requirements, overtime and scheduling impacts for his staff.

Chief Holt disagrees with this line item, because of the shifts his personnel work. If his employees work a normal scheduled shift they will automatically get nine hours of overtime a month. These hours are currently grouped in with other overtime totals.

Mayor Johnson-Ashburn asked if Chief Holt has ever considered changing the shifts.

Chief Holt answered all shifts are based on the Fair Labor Standard Act (FLSA) which is federal law regulating wages and hours worked.

Councilman Burgess asked if the Emergency Services Department could work the same shift as International Paper for example.

Chief Holt answered in order to do that they would have to hire another shift.

Manager Martin announced the contract for the Burn Training Facility was approved and the Contractor hopes to begin working in two weeks.

Manager Martin also asked the Chief to give Council an update on the grant funded project money for the rain and river gauges upstream for early warning of river rising conditions which result in flooding.

Chief Holt reported that the rain and river gauges are installed and operational. The locations of the gauges are:

1. Dendron
2. Highway 620
3. Burdette
4. Franklin

Mayor Johnson-Ashburn announced that Jeff Turner, River Keeper has offered to do Eco Cruises for anyone who is interested. She requested Manager Martin to coordinate responses to the Cruise invitation.

Vice-Mayor Cheatham asked how the volunteer program was progressing.

Chief Holt replied four new volunteers had been recruited this week. Chief Holt stated the Department still needs ten more Fire Fighters.

Chief Holt thanked the Mayor and Council for their support.

COMMUNITY DEVELOPMENT

Manager Martin announced that there had been a City-County Shared Services Committee Meeting held the night before and that the Committee agreed it timely for planning on moving the two Southampton employees into the City's office in the month of June.

Donald Goodwin, Director of Community Development Department, reviewed highlights of the budget proposal which includes a \$135,891 budget increase from the prior year, \$120,941 represents the personnel cost to implement the City's expanded and state mandated Storm Water management program per the consolidation services arrangement with Southampton county. This is the City's share of two positions in total with 50% of the cost to be funded by Southampton County. An additional \$9,150 is associated with the operating cost increases.

Mr. Goodwin stated that all localities in the Commonwealth have until July 14, 2013, to adopt the Virginia Storm Water Ordinance. He also added that the city will have to hire two positions to support the Storm Water Ordinance and they must be in place and trained prior to beginning enforcement of new regulations.

Mr. Goodwin stated, if the City refuses to adopt this, any construction in the City will not be covered by the general permit and if an individual wants to get a state permit, it will cost \$15,000.

Manager Martin recommends Franklin and Southampton County adopt the same Storm Water fees.

Manager Martin recommends the City start its fees on July 1. He also stated this is another reason to consolidate the department with the county in order to share in the expense of enforcement of these requirements.

Manager Martin informed the Mayor and Council that Mrs. Rollins will be providing them with a consolidated fee schedule of all City fees later in June for adoption.

Councilman Burgess asked if the storm water rule changes have an impact on existing home owners.

Manager Martin answered the new rules will not have an impact on existing home owners.

Mr. Goodwin presented a hand-out informing Mayor and Council of inspection information since the City has been providing these services to Southampton County. The Community Development Department has done 455 inspections in the last four months for the county.

Mayor Johnson-Ashburn asked Council for a consensus on whether to go into Closed Session and continue the meeting at this time due to the lateness of the meeting.

All Council Members agreed not to go into Closed Session at this time.

Mayor Johnson-Ashburn asked for a motion to recess this work session until the next scheduled meeting date.

A motion was made by Vice-Mayor Cheatham to recess this Budget & Goals Work Session (#3) until June 5, 2013, at 6:30 p.m. at City Hall to continue budget and goal discussions. The motion was seconded by Councilman Burgess and passed with a 5-0 vote (Councilmen McLemore & Blythe absent).

The Budget Work Session was recessed at 9:30 p.m.

**CALLED CITY COUNCIL MEETING
TO CONDUCT A TOWN HALL MEETING FOR WARD 6 AND THE WARD 6 SCHOOL
BOARD VACANCY AND ANY WARD 6 CONCERNS**

The Franklin City Council held a Called Meeting to conduct a Town Hall Meeting to discuss the Ward 6 School Board Vacancy and any Ward 6 concerns on Wednesday, June 5, 2013 at 6:30 p.m. in the Council Chambers, 207 West Second Avenue.

Council Members in Attendance: Raystine Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Greg McLemore, Benny Burgess, Mary Hilliard, and Mona Murphy.

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, IV, City Attorney; and Melissa Rollins, Director of Finance.

School Board Staff in Attendance: Dr. Michelle Belle, Franklin City Public Schools Superintendent

Councilman McLemore left before the Ward Meeting began commenting that he had not received adequate notice of this meeting and that he had a conflict with a Ward 3 Meeting he had planned for this evening.

CALL TO ORDER

Mayor Johnson-Ashburn called the meeting to order and announced that the stated purpose of the Called Meeting was to conduct a Town Hall type meeting with residents at Ward 6. Specifically, the Council desired input from Ward 6 residents prior to receiving nominations to fill the unexpired term resulting from a very recent resignation of the Ward 6 School Board representative, Cindy Fillhart. The Mayor stated the meeting had been advertised in the newspaper with notice to all members of Council as required by law and established Council procedure. The Mayor also advised those present that the Council would listen to comments on the School Board vacancy and any other Ward 6 concerns.

Mayor announced she had talked to the daughter of Ward 6 Councilman, Don Blythe advising of this meeting and about his condition and status regarding health related issues preventing him from attending City Council Meetings for several months. His daughter, on behalf of Councilman Blythe relayed that he had been released recently from a physical rehabilitation center following surgery and he had returned home splitting time between his daughter's residence in Southampton County and his wife's residence in Franklin. Through his daughter, Mayor Johnson-Ashburn had been advised that Councilman Blythe desired an announcement be made that he was willing to deal with citizens and their concerns by direct contact while he continues his recovery. He can be contacted at 757 562-7173 (his daughter Becky's number). Mayor Johnson-Ashburn further stated his daughter advised that a Blythe family meeting would be held to discuss his status.

Mayor Johnson-Ashburn then recognized the other members of the Council present. The each expressed appreciation for the attendance of those present.

Citizens present expressed their appreciation to the Council for convening the Ward Meeting.

Mr. Frank Rabil commented on the importance of the School Board representation. Mayor Johnson-Ashburn advised all present that the Council would receive nominations on June 10, 2013, at the Regular City Council Meeting with interviews and appointments to follow with a goal of filling the seat before June 30, 2013, to allow the appointee to get training and begin the new fiscal year on board.

Mayor Johnson-Ashburn encouraged citizens to nominate capable people willing to serve on the School Board.

Mayor Johnson-Ashburn then asked if there were other comments on this topic or other Ward 6 concerns.

Mr. Frank Rabil, Ward 6 resident, having heard the update on Councilman Blythe, inquired about Councilman Blythe's status. He asked what if citizens of his ward do not feel he is representing his commitments.

Mayor Johnson-Ashburn deferred to City Attorney Williams to respond. City Attorney Williams referenced the statutory authorities and language relevant to the questions. Specifically, City Attorney Williams referenced sections of the state statutes, the City Charter and the City Code.

No other concerns were expressed.

Mayor Johnson-Ashburn then declared the Ward 6 Meeting over.

Mayor Johnson-Ashburn then called for a brief recess before reconvening the recessed Work Session Meeting from May 30, 2013 regarding the FY 2013-2014 proposed budget and goals.

RECONVENED BUDGET & GOALS WORK SESSION (#4)

The Franklin City Council held a Reconvened Meeting for Budget Work Session (#4) on Monday June 10, 2013 at 6:00 p.m. in the Council Chambers, 207 West Second Avenue.

Council Members in Attendance: Raystine Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Greg McLemore, Benny Burgess, Mary Hilliard, and Mona Murphy (Councilman Blythe absent).

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, IV, City Attorney; and Melissa Rollins, Director of Finance.

Mayor Johnson-Ashburn recognized the City Manager to proceed with the Work Session review of budget and goals for FY 2013-2014. Manager Martin gave a brief review of the status of topics from the prior Work Session.

Credit Card Fees

Manager Martin recognized Melissa Rollins, Director of Finance, who presented a report on Credit Card fees and costs to the City for the use of credit cards by customers to pay City bills. She related that Dinah Babb, City Treasurer had been researching options to lower the City's costs and would report further to Council at a later time.

Mayor Johnson-Ashburn requested that the Treasurer give a report when it is complete and at that time the Council would consider a recommendation to impose a convenience fee as proposed. The staff was considering recommending a \$3.50 - \$4.00 convenience fee for the use of credit cards.

Councilman Burgess expressed concern about the timing of considering such a fee.

Dominion Electric Rate Increase Update

Manager Martin advised the Council that the latest available information on the Dominion Rate increase for wholesale power purchased by the City effective July, 2013, was that the increase was expected to be 3.6% as originally estimated in the proposed budget. The City had recently received comment that it was possible the increase could be only 2%, but apparently that was not the case.

Mrs. Rollins, Finance Director then gave an updated projection on the cash balance report for the Electric Fund.

State Revenue Estimates

Manager Martin shared highlights of a recent report from the State on State Revenue Estimates which showed encouraging economic indicators. Despite this data, Manager Martin recommended keeping conservative estimates on State shared reviews in the proposed budget.

Employee Salaries & Benefits

Manager Martin reviewed highlights of the budget proposal for salary and benefit changes for employees.

Vice-Mayor Cheatham offered an alternative salary increase proposal for Council consideration that he had recently discussed with the City Manager. He recommended instead of an across the board cost of living increase (COLA) that the Council consider increases based upon tenure and a small amount for a merit salary increase pool of funds for performance based increases. He further dictated his proposal as:

- No increase for less than one year of service
- 1% increase for 1-3 years of service
- 2% for 3+-10 years of service; including all exempt Management Employees at 2%
- 2¹/₂% increases for employees with more than ten years of service
- 1¹/₂% for a merit pool

City Manager Martin then reported that a preliminary estimate of the change in the budgeted totals to fund the suggested alternative would require an increase of approximately \$15,000.

Councilwoman Murphy expressed concern about staff morale considering no raises of significance over the past five years have been given. She was interested in the merit pool idea.

Mayor Johnson-Ashburn was primarily concerned about the lack of increases over the past five years as well.

Councilwoman Hilliard felt the City needed an updated salary study before considering any tiered effort was considered. She supported the Administrative recommendation of 2% plus the 1% required VRS increase as a COLA.

Councilman Burgess supports the concept offered by Vice-Mayor Cheatham and he felt recent hires under one year of service should not get the increase.

Vice-Mayor Cheatham expressed concern about salary compression issues and how across the board increases do not address such issues and can even make the situation worse.

Councilwoman Murphy expressed concern with an eleventh hour change in salary adjustments; therefore, she was not inclined to agree with the proposal. She acknowledged a salary study could be a positive before considering the change.

Mayor Johnson-Ashburn agreed with the less than one year service change.

Councilwoman Murphy had questions about salary related policies particularly accumulation of comp time which she would like discussed in fall Goal Sessions.

Parks & Recreation Continued: Isle of Wight Partnership on Skating Rink

Manager Martin stated due to time restraints, staff was not able to present information on discussions with Isle of Wight County officials about the potential for a partnership on the Skating Ring facility operated by the County. A large number of users are from Franklin. The City and County previously had a closer relationship on the facility and the City Parks & Recreation use of the facility has declined since. Recent discussions focused on the City helping support the facility to reduce operating losses with the City promoting use of the facility which is named the Franklin-Isle of Wight Skating Center. The Parks & Recreation Director, for the City and County endorse the concept. The collaboration discussion came as a result of a Joint Meeting between the Mayor, Manager, County Supervisor Chairwoman and County Administration, at which several topics including the Skating Center were discussed as opportunities to work together.

Manager Martin recommended Council consider an adjustment to the proposed budget to allocate up to \$5,000 of City funds to defray up to 505 of the facility operating losses annually with the City being able to use the facility without fees subject to the terms at a negotiated agreement between the two Parks & Recreation Departments with over sight by the City Manager and County Administrator. The Council Members endorsed the concept and by consensus agreed for the Manager to include the proposed funding in the Final Budget presented for Council adoption.

Proposed Goals for FY 2013-2014 & Beyond

The City Manager referenced the draft goals included in the proposed budget documents and that much of the document resulted from Council discussions on priorities during the fall, 2012 Work Sessions and Joint Meetings with the School Board and Staff.

The Council will be asked to adopt these goals which will be updated at least annually at the time of Final Budget consideration.

Upcoming Budget & Goals Review Schedule

Mayor Johnson-Ashburn asked Manager Martin to review the schedule going forward for further Budget & Goals review. Manager Martin advised the schedule included a Work Session at 6:00 p.m. on Monday, June 10, 2013, prior to the Regular Council Meeting; a tentatively scheduled Work Session at 6:30 p.m. on Monday, June 17, 2013, and, final review and adoption of the budget during the Regular Council Meeting at 7:00 p.m. on Monday, June 24, 2013. He noted that Council could add any additional dates prior to June 24, 2013, if desired, but these were the dates previously agreed upon.

Adjournment

There being no desire to further the discussions due to the lateness of the hour, Mayor Johnson-Ashburn asked for a motion to adjourn.

A motion was made by Councilman Burgess to adjourn the Called Budget & Goals Work Session (#4). The motion was seconded by Councilwoman Murphy and passed with a 5-0 vote (Councilmen McLemore and Blythe absent).

Mayor Johnson-Ashburn declared the meeting adjourned at 8:16 p.m.

**CALLED CITY COUNCIL MEETING
 BUDGET & GOALS WORK SESSION (#5)**

The Franklin City Council held a Called Meeting for Budget Work Session (#5) on Monday June 10, 2013 at 6:00 p.m. in the Council Chambers, 207 West Second Avenue.

Council Members in Attendance: Raystine D. Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Mary Hilliard, Mona Murphy and Greg McLemore, (Councilman Blythe absent).

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, IV, City Attorney; Mark Bly, Director of Power & Light; Carolyn Joyner, Director of Human Resources, Melissa Rollins, Director of Finance; Brenda Rickman, Commissioner of Revenue; Dinah Babb, Treasurer; Russ Pace, Director of Public Works; Phil Hardison, Chief of Police; Vince Holt, Director of Emergency Services; and Alan Hogge, Director of Social Services.

Other Staff in Attendance: Chad Edwards, Deputy Director of Public Works; Joe Ann Faulk, Financial Accountant and Leesa Livesay, Acting Secretary, Recording Minutes.

School Board Staff in Attendance: Dr. Michelle Belle, Franklin City Public Schools Superintendent; Edna King, Chairwoman of the School Board.

CALL TO ORDER

Mayor Johnson-Ashburn called the Budget & Goals Work Session (#5) to order.

Manager Martin gave an update on the roof bids for the Public Works Department received since the last meeting.

Finance Director, Rollins presented a hand-out with the following roof bids and budget information:

Building	Budget	Bid	Variance
Social Services	\$ 39,000	\$ 45,900	\$ 6,900
Emergency Services Building	\$ 32,000	\$ 39,900	\$ 7,900
Health Department	\$ 9,000	\$ 14,900	\$ 5,900
Library	\$ 50,000	\$ 59,900	\$ 9,900
Public Works – Buildings	\$234,600	\$104,437	\$(130,163)
Totals	\$364,600	\$265,037	\$(99,563)

Finance Director, Rollins then distributed an update on the borrowed capital funds obligated to date with updated estimates on cost.

Personnel

Manager Martin gave an update on information that was gathered from the Hampton Road Planning District for salary comparison purposes indicating salary increases being considered by other localities.

Manager Martin recommends a 2% cost of living adjustment and by policy an employee with less than a year of service will not be eligible until their one year anniversary and the end of probation, which would affect an estimated nineteen employees in the General Fund.

Councilwoman Murphy requests an increase for all employees in the form of a 2% cost of living increase excluding those with less than a year service in compliance with Council policy. She also requested an updated list of all employees affected by the less than one year of service.

Vice-Mayor Cheatham noted his previous alternative suggestion in the form of a tiered salary increase based on tenure with a provision for merit.

Mayor Johnson-Ashburn suggested further discussion on this matter in the next upcoming Budget Work Session.

Budget Goals Review

Manager Martin suggested Council revisit the City's Mission Statement previously adopted in a future Work Session on further refining the Council's goal /priorities. He then reviewed highlights of the draft goals/priorities included in the proposed budget.

Councilman McLemore requested a specific long range goal be developed for plans for the City.

Manager Martin replied he would like the Council to offer more guidance in developing an overall vision for the City and suggested this be part of future fall goal setting sessions.

Mayor Johnson-Ashburn stated in the past there have been discussions of branding, but this is something that has to be done correctly or the future of the City of Franklin could be adversely affected.

Mayor Johnson-Ashburn stated with the economy as it is, now is not a good time to set a specific vision for the City without a thorough dialogue on all priorities first.

Vice-Mayor Cheatham noted that nothing in the goals draft is set in stone and priorities would be further reviewed in future Goal Sessions.

Mayor Johnson-Ashburn announced that the final Budget Work Session will be on Monday, June 17, 2013, at 6:30 p.m. and approval will be scheduled on Monday, June 24, 2013, at the Regular Council Meeting.

Adjourn Work Session

Mayor Johnson-Ashburn declared the Budget & Goals Work Session portion of the meeting concluded at 6:40 p.m. She announced the Council would stand in recess until 7:00 p.m. when the Regular Council Meeting would be called to order.

FINANCIAL

- A. May 2013 Financial Report**
- B. FY 2012-13 Budget Amendments**
- C. FY 2013-14 Budget Proposed Budget Action Items:**
 - 1. Resolution for the Adoption of the FY 2013-14 Budget**
 - 2. Adoption of Goals/Priorities**
 - 3. Adoption of Fee Schedule**
- D. Award Roof Repair/Replacement Bids**



**Monthly Financial Report Summary (Unaudited)
for the Period Ending May 30, 2013**

As of May 31, 2013, eleven months into the fiscal year, actual General Fund revenues totaled **\$17.67mil** of which \$1.2 million is recorded as proceeds to the General Fund from bond proceeds. The difference of **\$16.5 mil represents 85% of FY 2013 budget revenue**. Last year, at this time, the City had collected \$16.2 mil, or 81.0% of budget, after excluding the revenue sharing factor.

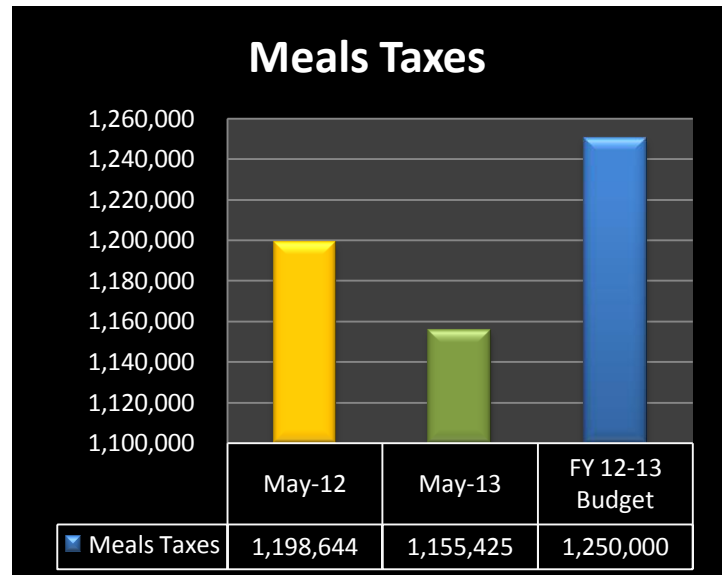
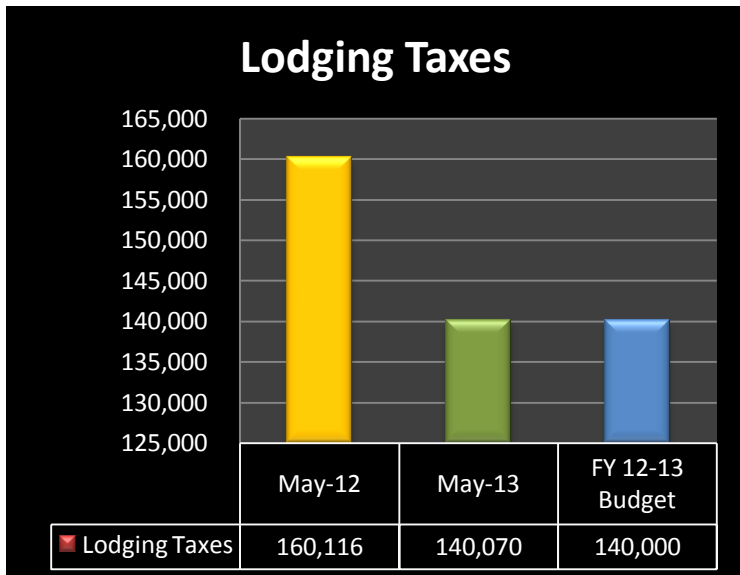
At May 31, the City has realized \$3.6 million in current real estate tax or 72% of budget, a gain as expected (tax rate increase and increased collections) over prior year current real estate tax revenue of \$3.4 million (a 7.3% increase). Personal property tax collections (current) were \$1.259 mil or 95.8% of budget, and slightly ahead from prior year receipts of \$1.239 mil; delinquent personal property tax collections are less than the previous year as anticipated and are at 67% of budget. Collection of delinquent real estate taxes continue to perform very well with 127% of the budget realized at the end of May. Other general property taxes comprised of *penalty and interest on delinquent taxes, public service corporation taxes* and *machinery & tools taxes* reflect a 12% decrease over the previous year but have exceeded budgeted revenue projections. The decrease overall is a result of less revenue from penalties and interest on delinquent taxes in the current year; however, the amount of revenue collected (\$144,000) has exceeded budgeted projections of \$120,000.

Other Local taxes collected through May, were \$4.83 million, or 93.0% of budget. Sales and use and cigarette tax revenue increased over the prior period by 6.0% and 44.3% respectively. Meals tax revenue reflects a slight decline of 3.6% over the prior period, but is anticipated to meet budgeted projections; lodging tax revenue reflects a decrease of 12.5% over the prior year period and is also expected to meet budget.

Charts 1-4. Compares revenue received for selected local taxes in the period ending May 31, 2013 to revenues received at May 31, 2012. FY 2012-2013 budget is also shown.

Chart 1

Chart 2



Cigarette Taxes

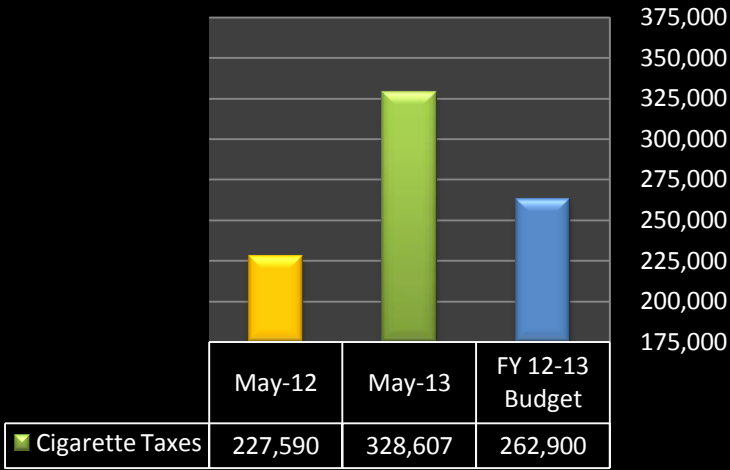


Chart 3

Sales Taxes

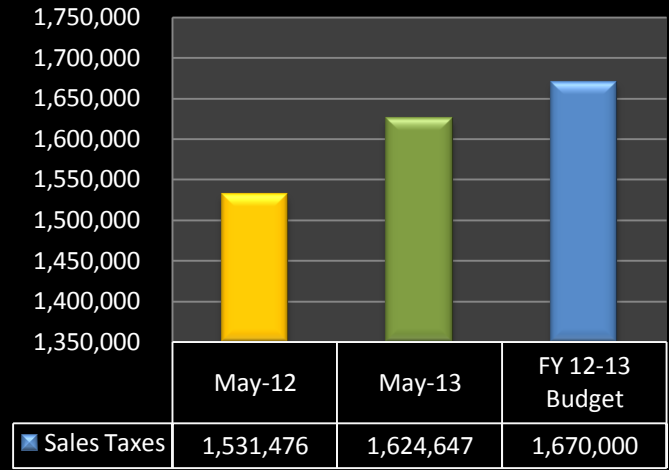


Chart 4

GENERAL FUND

REVENUE ANALYSIS HIGHLIGHTS

- ✓ Lodging Taxes – Revenue of \$140,070 represents a 12% decrease from revenue received during the same period in the prior year. However, as of May 31, revenue has surpassed budget. (Of this amount, one month or \$23,361 is recorded on a **cash basis** and was posted to the prior fiscal year). **Budget = \$140,000 - Projections for June 30, 2013 - \$150,000 or 107% of budget.**
- ✓ Restaurant Meals Taxes – Revenue collected at May 31 is 92% of budget and is *tracking less*, (3.6%) than revenue received at the same period in the prior year but is in line with budget. Of this amount (one month or \$104,186 is recorded on a **cash basis** and was posted to the prior fiscal year). **Budget = \$1,250,000 - Projections for June 30, 2013 - \$1,275,000 or 102% of budget.**
- ✓ Cigarette Taxes – Revenue of \$328,000 at May 31 surpasses prior year period revenues of \$227,000 by 44% as vendor purchases of FY 2012-13 far exceeded the prior year period; the 10 cents per pack increase in the cigarette tax rate also contributed to the increase. Revenue for the month of May was \$36,000. **Budget = \$262,900 - Projections for June 30, 2013 - \$328,000 or 132% of budget.**
- ✓ Local Sales taxes – Revenue collected at May 31 was \$1.62 mil, or 97% of budget; when compared to the prior year period, *this is a 6% increase*. Of this amount two months or \$301,879 is recorded on a **cash basis** and was posted to the prior fiscal year). **Budget = \$1,670,000 - Projections for June 30, 2013 - \$1,725,000 or 103% of budget.**



- ✓ Business Licenses taxes – Revenue of \$917,000 is in line with prior year collections at this time and represents nearly 98% of the total budget. **Budget = \$940,000 - Projection for June 30, 2013 = \$930,000 or \$10,000 less than budget.**
- ✓ Consumer Utility Taxes - The decline in this revenue source from the prior year is primarily attributed to an accounting change in the remittance of Consumer Utility taxes due to outside cities/counties. In the prior year, payments were applied to a utility payable's account and reconciled at year end. This year, payments to localities are posted against monthly revenue. Revenue also reflects a 45 day accrual in which July and some August revenue has been accrued to the prior year. Lastly, refund of taxes paid to Enterprise Zone designee in the current year attributed to some reduction from the prior year.

Other Local Revenue:

- ✓ Permits received at May 31 are less than the previous year period while court fines reflect an increase (last year reimbursement due to a State reporting error adversely impacted receipts). Permit and related planning fees total \$39,900 when compared to \$56,000 received in the prior year period. Court fines are \$61,000 at May 31, 2013 compared to \$50,000 at May 31, 2012.
- ✓ Charges for Services - Charges for services primarily consists of payments from ambulance recovery charges and waste collection and disposal fees. Revenue from waste collections and disposal is slightly less than the prior period revenues at \$1,308,000 collected (89% of budget), revenue from ambulance charges increased to \$241,000 up \$26,000 from the prior month compared to \$215,000 received at the same time last year. Revenue received as of May 31 represents ten months of collections and is expected to meet budgeted projections of \$290,000. The City received \$59,325 from Southampton County for services provided by the Fire and Rescue department. Also included in this source is revenue from Enterprise Funds for administrative services charges.
- ✓ Miscellaneous & Recovered cost – comprised of revenue from sale of surplus items, donations, sale of cemetery lots, insurance recoveries, inspection services recovered costs from Southampton County and other miscellaneous revenue. Revenue from most of these sources, since contingent upon such factors as proceeds from auctions or insurance reimbursements, tends to fluctuate from month to month or year to year.
- ✓ Proceeds from Loans/Bonds – comprised of the proceeds received from the new money borrowing to complete certain general fund capital projects.



State & Federal Revenue:

Revenue from state aid at May 31 was \$3.13 mil which consists of *non-categorical aid*: recordation taxes, rolling stock, auto rental tax, PPTRA taxes, and communication taxes. Recordation taxes on deeds trend less than the prior year, while communication taxes of \$431,500 reflect a \$14,000 or 4% gain from the prior year. (Revenue from this source reflects nine months of collections and is expected to meet budgeted projections at year end). *Categorical aid* consists of shared expense revenue from state supported offices, streets and highway maintenance revenue, Wireless 911 payments and state support for law enforcement and grants (i.e. Litter Control and EMS). Shared expense revenue collected in the amount of \$140,209 reflects ten months of revenue and is consistent with prior period collections. Wireless payments trend less than the prior year due to a reimbursement of a prior year overpayment.

EXPENDITURE ANALYSIS HIGHLIGHTS

Various categories of general fund expenditures reflect decreases in the current fiscal year at May 31 and most all are within the 92% range of total budgeted expenditures. *Expenditures of \$11.6 mil* (80% of budget) are over \$187,000 less when compared to prior year *expenditures of \$11.79 mil* and results from decreases primarily in Legislative, General and Financial (related to Assessor and higher professional services fees paid in FY12), Law Enforcement - vacancies, Garage - vacancies, and Refuse Collection & Disposal (primarily tipping fee savings).

Fire and Rescue reflects an increase of \$165,000 as a result of increased payroll expenditures in fire and rescue as expected due to additional staff. (Note: Budgeted expenditures increased from the prior year). Elections, Courts & Sheriff category is \$43,000 more in FY13 due to timing of joint services payments and additional detention costs; Streets reflect an increase primarily as a result as capital equipment purchase; Planning & Beautification increased as a result of payment for professional services in the current fiscal year; Library increased due a higher local contribution in the current fiscal year.

WATER & SEWER FUND

REVENUE ANALYSIS

Revenue from the sale of water and sewer service charges of \$2.75 mil at May 31 is in line with budgeted projections (88% of budget), and for the month of May, revenue is 2.0% less than the prior year period but more in line with the budget as anticipated.



EXPENDITURE ANALYSIS

Expenditures of \$2.14 mil at the end of the month reflect a \$465,000 decrease from the \$2.60 mil spent at this time in FY 2011-12, largely due to sewer system improvement projects that were completed in the prior year. However, expenditures for the Water Division in the current fiscal year reflect an increase over the prior year due to current year capital outlay expenditures. This is typical as projects in this Fund sometimes cross fiscal years. Further, debt service transfer requirements were less.

AIRPORT FUND

Fuel sales at May 31 were nearly \$90,000. Revenue from jet fuel sales are 45% of budget compared to 56% for aviation fuel sales. Other local revenue consists primarily of airport rental fees and tie down fees, and revenue collected of \$59,000 is currently 94% of the total budget. Total revenue is higher due to federal grant funds received for the airport runway/lighting/taxiway project. Consequently, on the expenditure side, capital outlay expenses increased due to expenditures associated with the project. Operating expenditures reflect a decrease over the prior year due to less fuel purchases in the current fiscal period.

ELECTRIC FUND

Tracking close to budget at 88%, revenue in the Electric Fund totaled \$12.89 mil at May 30. Compared to the same period in FY 2011-2012, this is a \$1.36 mil or 14% increase in the sale of energy while the fuel adjustment charge reflects a decrease of \$733,000 or 37%. As a result, the expenditures associated with the sale of energy increased by \$993,000 or 13.5% while expenditures for the fuel adjustment decreased by 34% or \$670,000. Expenditures are less than the prior year at May 31 in other operating expenses and capital outlay.

CASH BALANCE

Cash in the Electric Fund at May 30 was \$672,000, an **increase of \$260,000** or 63% from April (chart 5). A review of prior year history revealed a **slight increase in cash** of nearly \$72,000 between April 2012 and May 2012. Below is a history of the cash balance in the Electric Fund for FY2012-13 (current year – table 1) with a prior year comparison (FY 11-12 – table 2). Chart 6 provides additional analysis as to revenue that has been billed in the Fund versus payments collected year to date.



CURRENT YEAR (Table 1) – FY 2012-2013

Month	FY12-13	Revenue	Expenses	Month to Month Variance	Cash Balance
					\$ 365,374
July		\$ 1,010,040	\$ (1,143,237)	\$ (133,197)	\$ 232,177
August		\$ 1,281,182	\$ (1,333,420)	\$ (52,238)	\$ 179,939
September		\$ 1,289,437	\$ (1,197,113)	\$ 92,324	\$ 272,263
October		\$ 1,170,681	\$ (1,096,168)	\$ 74,513	\$ 346,776
November		\$ 972,947	\$ (960,696)	\$ 12,251	\$ 359,027
December		\$ 1,084,084	\$ (1,155,921)	\$ (71,837)	\$ 287,190
January		\$ 1,276,135	\$ (1,173,339)	\$ 102,796	\$ 389,986
February		\$ 1,268,293	\$ (1,370,515)	\$ (102,222)	\$ 287,764
March		\$ 1,392,237	\$ (1,309,274)	\$ 82,963	\$ 370,727
April		\$ 1,267,619	\$ (1,225,937)	\$ 41,682	\$ 412,409
May		\$ 1,141,273	\$ (881,675)	\$ 259,598	\$ 672,007
TOTAL		\$ 13,153,928	\$ (10,739,683)	\$ 5,353	

In the current fiscal year, cash in the fund has increased since July 30 (\$232,177) by \$439,000 to \$672,007.

PRIOR YEAR COMPARISON (Table 2) – FY 2011-2012

Month	FY11-12	Revenue	Expenses	Month to Month Variance	Cash Balance
					\$ 1,320,285
July		\$ 1,204,963	\$ (1,310,148)	\$ (105,185)	\$ 1,215,100
August		\$ 1,187,003	\$ (1,480,064)	\$ (293,061)	\$ 922,039
September		\$ 1,273,718	\$ (1,356,492)	\$ (82,774)	\$ 839,265
October		\$ 1,190,431	\$ (1,088,088)	\$ 102,343	\$ 941,608
November		\$ 993,593	\$ (1,041,610)	\$ (48,017)	\$ 893,591
December		\$ 1,047,090	\$ (1,113,477)	\$ (66,387)	\$ 827,204
January		\$ 1,134,851	\$ (1,275,713)	\$ (140,862)	\$ 686,342
February		\$ 1,344,764	\$ (1,410,769)	\$ (66,005)	\$ 620,337
March		\$ 1,292,352	\$ (1,359,782)	\$ (67,430)	\$ 552,907
April		\$ 1,091,102	\$ (1,263,637)	\$ (172,535)	\$ 380,372
May		\$ 934,495	\$ (862,551)	\$ 71,944	\$ 452,316
TOTAL		\$ 12,694,362	\$ (13,562,331)	\$ (633,943)	

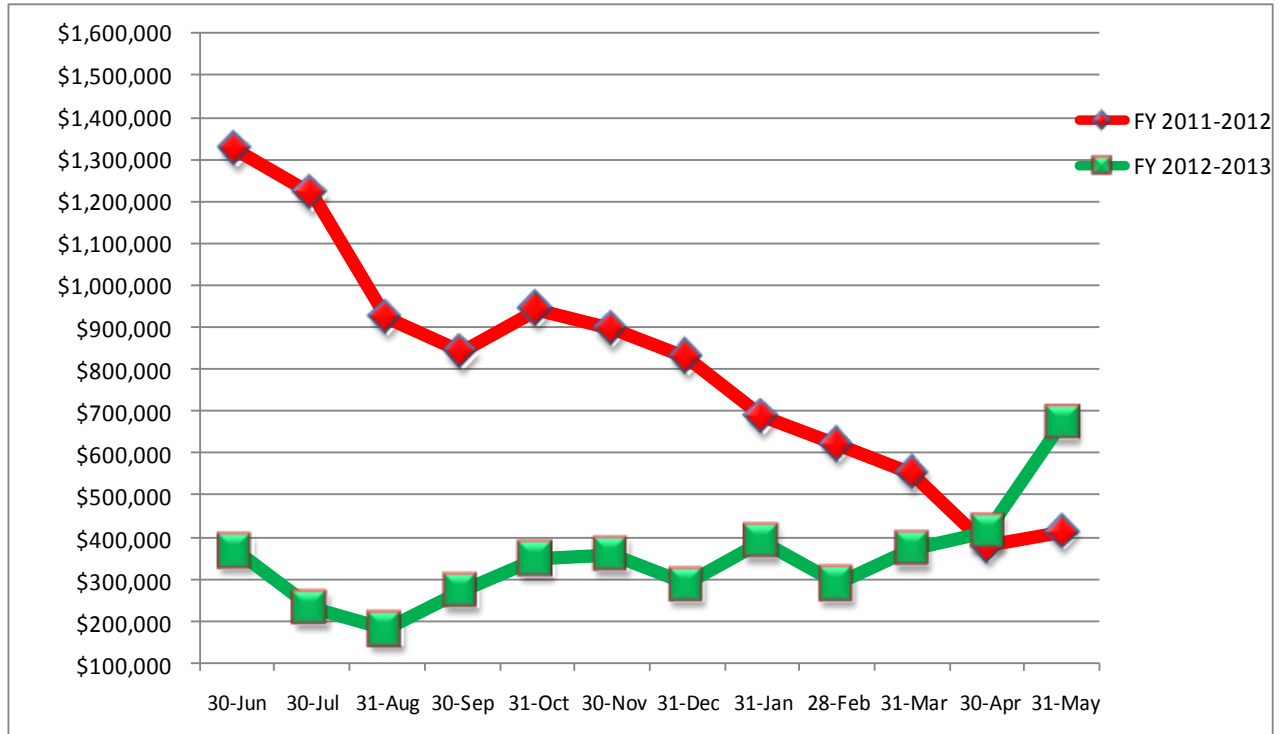
In Fiscal Year 2011-2012, cash in the fund had declined by nearly \$763,000 from \$1.215 mil to \$452,316.



FISCAL YEAR COMPARISON

chart 5.

CASH BALANCE TREND ANALYSIS



Cash in the fund increased by nearly \$260,000 or 62% from \$412,000 at July 30 to \$672,000 at May 31.

FY 2012-2013 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

	July	August	September	October	November	December
BILLING	\$ 1,326,194	\$ 1,311,511	\$ 1,031,082	\$ 878,274	\$ 1,187,308	\$ 1,148,472
TOTAL PAYMENTS*	\$ 980,728	\$ 1,259,910	\$ 1,253,148	\$ 1,129,249	\$ 935,061	\$ 1,060,843
VARIANCE	\$ (345,466)	\$ (51,602)	\$ 222,066	\$ 250,975	\$ (252,247)	\$ (87,629)



	January	February	March	April	May
BILLING	\$ 1,294,486	\$ 1,414,622	\$ 1,196,897	\$ 1,033,450	\$ 921,599
PAYMENTS	\$ 1,214,002	\$ 1,225,110	\$ 1,358,200	\$ 1,239,399	\$ 1,114,140
VARIANCE	\$ (80,484)	\$ (189,512)	\$ 161,303	\$ 205,949	\$ 192,541

***Payments applied are for any month, current or past due.**

ANALYSIS

- *In the months of July, August, November, December, January and February, payments received on the electric portion of utility bills were less than the total billed revenue for that month.*
- *September, October, March, April and May reflect months in which the Electric Fund received payments in excess of the billed revenue for those months.*
- *Collectively, \$12.74 million has been billed for the eight months noted; total payments collected and posted to cash for the eleven month period is \$12.76 million (exceeding totalled billed revenue by \$26,000).*

Unaudited Financial Report
For the Period Ending May 31, 2013

CITY OF FRANKLIN							
FISCAL YEAR 2012-13							
LOCAL TAX REVENUES							
	2012-2013	ACTUAL	BUDGET	2011-2012	ACTUAL	BUDGET	vs
REVENUE SOURCE	BUDGET	5/31/2013	%	BUDGET	5/31/2012	%	FY 12
Real Estate Taxes-Current	\$ 5,141,289	\$ 3,687,836	71.7%	\$ 4,927,933	\$ 3,435,117	69.7%	7.36%
Real Estate Taxes-Delinquent	175,000	222,048	126.9%	100,000	250,578	250.6%	-11.39%
Personal Property Taxes-Current	1,314,394	1,259,230	95.8%	1,257,892	1,239,978	98.6%	1.55%
Personal Property Taxes-Delinquent	95,000	63,749	67.1%	83,598	102,335	122.4%	-37.71%
Other General Property Tax	241,000	266,726	110.7%	252,520	304,675	120.7%	-12.46%
GENERAL PROPERTY TAX	\$ 6,966,683	\$ 5,499,589	78.9%	\$ 6,621,943	\$ 5,332,683	80.5%	3.13%
Local Sales & Use Tax (2 mo. Accrual)	\$ 1,670,000	\$ 1,624,647	97.3%	1,617,000	\$ 1,531,476	94.7%	6.08%
Consumer Utility Tax- Elec. & Water	645,000	419,297	65.0%	683,000	478,070	70.0%	-12.29%
Business License Tax	940,000	917,367	97.6%	940,000	927,658	98.7%	-1.11%
Motor Vehicle Licenses	167,000	149,825	89.7%	166,418	156,394	94.0%	-4.20%
Cigarette Tax	262,900	328,515	125.0%	239,000	227,590	95.2%	44.35%
Lodging Taxes (1 mo. Accrual)	140,000	140,070	100.1%	150,000	160,116	106.7%	-12.52%
Restaurant Meals Tax (1 mon. Accrual)	1,250,000	1,155,425	92.4%	1,300,000	1,198,644	92.2%	-3.61%
Right of Way, Bank Stock, Recordation	122,400	98,285	80.3%	131,812	134,955	102.4%	-27.17%
OTHER LOCAL TAXES	\$ 5,197,300	\$ 4,833,430	93.0%	\$ 5,227,230	\$ 4,814,903	92.1%	0.38%
TOTAL TAXES & LICENSES	\$ 12,163,983	\$ 10,333,019	84.9%	\$ 11,849,173	\$ 10,147,586	85.6%	1.83%

FINANCIAL REPORT AS OF MAY 31, 2013 - 11 Months = 92%						
	2012-2013	ACTUAL	BUDGET	2011-2012	ACTUAL	BUDGET
REVENUES:	BUDGET	5/31/2013	%	BUDGET	5/31/2012	%
Taxes; Licenses	\$ 12,163,983	\$ 10,333,019	84.95%	\$ 11,849,173	\$ 10,147,586	85.64%
Permits, Fees, Fines	125,225	104,560	83.50%	120,847	109,736	90.81%
Use of Money & Property	251,026	222,408	88.60%	261,258	229,335	87.78%
Service Charges	2,625,187	2,348,434	89.46%	2,669,552	2,303,289	86.28%
Misc & Recovered Costs	185,850	180,245	96.98%	201,530	234,540	116.38%
Isle of Wight Rev. Sharing	202,251	227,529	112.50%	1,100,000	900,000	81.82%
State Aid	3,815,620	3,138,233	82.25%	3,765,712	3,182,102	84.50%
Federal Aid	22,966	6,311	27.48%	91,961	37,923	41.24%
Proceeds Loans/Bonds	-	1,207,000	0.00%	-	-	0.00%
Total Current Revenue	\$ 19,392,108	\$ 17,767,739	91.62%	\$ 20,060,033	\$ 17,144,511	85.47%
EXPENDITURES:						
Operating Expense:						
Legislative, General & Financial	\$ 2,134,834	\$ 1,691,477	79.23%	\$ 2,030,105	\$ 1,741,274	85.77%
Elections, Courts, Sheriff	1,069,122	1,015,392	94.97%	991,431	971,039	97.94%
Law Enforcement	3,531,439	2,966,169	83.99%	3,598,685	3,044,358	84.60%
Fire and Rescue	1,608,758	1,484,283	92.26%	1,439,469	1,319,293	91.65%
Community Development	371,387	319,360	85.99%	364,188	318,026	87.32%
Streets	1,983,665	1,297,326	65.40%	1,911,742	1,239,517	64.84%
Garage	195,169	165,393	84.74%	229,140	198,663	86.70%
Refuse Collection & Disposal	1,401,916	802,479	57.24%	1,585,229	1,164,491	73.46%
Buildings and Grounds	967,715	845,631	87.38%	932,323	821,243	88.09%
Health	166,173	144,173	86.76%	160,173	127,122	79.37%
Parks and Recreation	585,077	469,810	80.30%	584,986	486,741	83.21%
Library	283,723	280,297	98.79%	270,679	268,777	99.30%
Planning & Beautification	82,451	47,453	57.55%	91,421	21,313	23.31%
Downtown Development	105,516	81,797	77.52%	105,516	76,656	72.65%
Subtotal- Operating Expenses	14,486,945	11,611,039	80.15%	14,295,087	11,798,513	82.54%
			2			

GENERAL FUND CONT'D	2012-2013	ACTUAL	BUDGET	2011-2012	ACTUAL	BUDGET
EXPENDITURES:	BUDGET	5/31/2013	%	BUDGET	5/31/2012	%
Payments to Southampton Co.	\$ 650,000	\$ 644,894	99.21%	\$ 600,000	\$ 638,738	106.46%
Non-Departmental Miscellaneous	10,322	36,717	355.72%	30,000	34,880	116.27%
Non-Departmental Capital	242,151	-	0.00%	1,038,254	-	0.00%
Other Debt Expenses	-	17,694	0.00%	-	-	0.00%
Total Operating Expense	\$ 15,389,418	\$ 12,310,344	79.99%	\$ 15,963,341	\$ 12,472,131	78.13%
Net Operating Income	\$ 4,002,690	\$ 5,457,396	136.34%	\$ 4,096,692	\$ 4,672,380	114.05%
TRANSFERS - IN:						
Transfer from Electric Fund	1,409,891	1,292,400	91.67%	1,409,891	1,292,400	91.67%
Use of Prior Year Fund Balance	475,222	-	0.00%	372,846	-	0.00%
Use of Fund Bal Reserve for Debt	876,222	-	0.00%	-	-	0.00%
Transfer W/S Debt Reserve	157,915	144,755	91.67%	430,901	394,993	91.67%
Use of Restricted Fund Balance	132,213	-	0.00%	136,157	-	0.00%
Transfer Electric Debt Reserve	80,175	73,494	91.67%	77,975	71,477	91.67%
Total Transfers In	\$ 3,131,638	\$ 1,510,649	48.24%	\$ 2,427,770	\$ 1,758,870	72.45%
To General Debt	\$ 543,689	\$ 507,952	93.43%	\$ 493,965	\$ 482,671	97.71%
To School Debt	727,579	-	0.00%	358,435	\$ 358,435	100.00%
To Water Fund	6,503	-	0.00%	1,284	\$ -	0.00%
To Electric Fund	8,215	-	0.00%	1,262	\$ -	0.00%
To Airport Fund	88,122	86,897	98.61%	89,854	\$ 89,683	99.81%
To Education Fund	4,980,153	4,565,140	91.67%	4,837,395	\$ 4,265,151	88.17%
To Social Services Fund	464,989	168,011	36.13%	411,175	\$ 204,882	49.83%
To Comprehensive Services Act	151,584	38,727	25.55%	172,734	\$ 172,734	100.00%
To Economic Dev Incubator	63,494	63,038	99.28%	58,358	\$ 58,272	99.85%
To Economic Dev Joint Fund	100,000	100,000	100.00%	100,000	\$ 100,000	100.00%
Total Transfers Out	\$ 7,134,328	\$ 5,529,764	77.51%	\$ 6,524,462	\$ 5,731,828	87.85%
NET INCOME	\$ -	\$ 1,438,281		\$ -	\$ 699,422	
			3			

WATER AND SEWER FUND						
	2012-2013	ACTUAL	BUDGET	2011-2012	ACTUAL	BUDGET
REVENUES:	BUDGET	5/31/2013	%	BUDGET	5/31/2012	%
Sale of Water	\$ 1,300,000	\$ 1,132,102	87.08%	\$ 1,400,000	\$ 1,156,414	82.60%
Sewer Service Charges	1,750,000	1,509,515	86.26%	1,900,000	1,557,512	81.97%
Treatment Fees - Counties	70,000	82,564	117.95%	70,000	77,439	110.63%
Other Revenues	500	33,820	6763.91%	500	17,639	3527.80%
Total Current Revenue	\$ 3,120,500	\$ 2,758,000	88.38%	\$ 3,370,500	\$ 2,809,004	83.34%
EXPENDITURES:						
Operating Expense:						
Water System	\$ 1,254,500	\$ 843,510	67.24%	\$ 1,246,115	\$ 640,584	51.41%
Sewer System	890,955	241,065	27.06%	1,028,673	673,098	65.43%
Treatment Plant	729,232	569,397	78.08%	723,270	583,931	80.73%
Transfer to Gen Fund-Services	346,361	317,498	91.67%	314,874	288,635	91.67%
Transfer to Gen Fund In Lieu Taxes	26,460	24,255	91.67%	26,460	24,255	91.67%
Transfer to Gen Fund Debt Restruc	157,915	144,755	91.67%	430,901	394,993	91.67%
Total Operating Expenses	\$ 3,405,423	\$ 2,140,480	62.86%	\$ 3,770,293	\$ 2,605,496	69.11%
Net Operating Income	\$ (284,923)	\$ 617,520	-216.73%	\$ (399,793)	\$ 203,508	-50.90%
TRANSFERS:						
Use of Prior Year Fund Balance	\$ 416,481	\$ -	0.00%	\$ 537,000	\$ -	0.00%
Transfer from Unappropriated Surplus	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfer from General Fund	6,503	-	0.00%	1,284	-	0.00%
	422,984	-		538,284	-	
Debt Service	\$ 138,061	\$ 130,303	94.38%	\$ 138,491	\$ 102,890	74.29%
NET INCOME	\$ -	\$ 487,217		\$ -	\$ 100,618	
			4			

ELECTRIC FUND						
	2012-2013	ACTUAL	BUDGET	2011-2012	ACTUAL	BUDGET
REVENUES:	BUDGET	5/31/2013	%	BUDGET	5/31/2012	%
Sale of Energy	\$ 13,080,084	\$ 11,406,718	87.21%	\$ 11,393,334	\$ 10,037,289	88.10%
Sale of Energy Fuel Adj	1,346,515	1,265,963	94.02%	2,550,040	1,998,618	78.38%
Other Revenue	236,000	221,541	93.87%	236,000	325,934	138.11%
Proceeds Loan/Bonds	-	-	0.00%	-	-	0.00%
Total Current Revenue	\$ 14,662,599	\$ 12,894,221	87.94%	\$ 14,179,374	\$ 12,361,841	87.18%
EXPENDITURES:						
Energy for Resale (11 months)	\$ 9,095,800	\$ 8,305,159	91.31%	\$ 7,800,000	\$ 7,311,692	93.74%
Energy - Fuel Adj (11 months)	1,359,260	1,319,285	97.06%	2,687,880	1,990,130	74.04%
Other Expenses	1,498,768	1,115,572	74.43%	1,388,070	1,157,872	83.42%
Capital Outlay	798,646	134,428	16.83%	546,100	306,004	56.03%
Transfer to Gen Fund-Services	325,945	298,783	91.67%	296,314	271,617	91.67%
Transfer to Gen Fund In Lieu Taxes	59,282	54,342	91.67%	59,282	54,346	91.67%
Transfer to Gen Fund Debt Restruc	80,175	73,494	91.67%	77,975	71,477	91.67%
Total Operating Expenses	\$ 13,217,876	\$ 11,301,063	85.50%	\$ 12,855,621	\$ 11,163,138	86.83%
Net Operating Income	\$ 1,444,723	\$ 1,593,159	110.27%	\$ 1,323,753	\$ 1,198,703	90.55%
TRANSFERS:						
Transfer to General Fund	\$ 1,409,891	\$ 1,292,400	91.67%	\$ 1,409,891	\$ 1,292,400	91.67%
Transfers from Unappropriated	-	-	0.00%	\$ 40,100	0	0.00%
Use of Unreserved Net Assets	-	-	0.00%	\$ 120,100	0	0.00%
Use of Prior Year Fund Balance	59,059	-	0.00%	\$ -	0	0.00%
Transfer from General Fund	8,215	-	0.00%	\$ 1,262	0	0.00%
	\$ 1,477,165	\$ 1,292,400	87.49%	\$ 1,571,353	\$ 1,292,400	82.25%
Debt Service	\$ 102,106	\$ 50,545	49.50%	\$ 75,324	\$ 51,317	68.13%
NET INCOME	\$ -	\$ 250,213		\$ -	\$ (145,014)	
			5			

AIRPORT FUND						
	2012-13	ACTUAL	BUDGET	2011-12	ACTUAL	BUDGET
REVENUE:	BUDGET	5/31/2013	%	BUDGET	5/31/2012	%
Fuel Sales	\$ 177,232	\$ 89,953	50.75%	\$ 178,000	\$ 123,875	69.59%
Other Revenue	64,700	66,197	102.31%	64,700	61,767	95.47%
State Grants	35,043	13,546	38.65%	15,725	5,554	35.32%
Federal Grants	511,359	152,794	29.88%	307,960	4,664	0.00%
Total Current Revenue	\$ 788,334	\$ 322,489	40.91%	\$ 566,385	195,860	34.58%
EXPENDITURES:						
Operating Expenses	\$ 308,832	\$ 211,377	68.44%	\$ 315,607	\$ 240,316	76.14%
Capital Outlay	\$ 571,431	\$ 190,071	33.26%	\$ 344,168	\$ 39,921	11.60%
Total Operating Expenses	\$ 880,263	\$ 401,448	45.61%	\$ 659,775	\$ 280,237	42.47%
Net Operating Income	\$ (91,929)	\$ (78,959)	85.89%	\$ (93,390)	\$ (84,377)	90.35%
TRANSFERS:						
Transfer from Other Funds	\$ 88,122	\$ 86,897	98.61%	\$ 89,854	\$ 89,683	99.81%
Use of Prior Year Fund Balance	\$ 6,029	\$ -	0.00%	\$ 6,483	\$ -	0.00%
Transfer to Other Funds	\$ 2,222	\$ 2,037	91.67%	\$ 2,020	\$ 1,683	83.32%
Debt Service	\$ -	\$ -	0.00%	\$ 927	\$ 309	33.33%
NET INCOME		\$ 5,901			\$ 3,314	
			6			

CITY OF FRANKLIN
 FISCAL YEAR 2012-13
 CASH BALANCES - MAY 2013

FUND	CURRENT YEAR	PRIOR YEAR
General Fund	\$ 5,751,302	\$ 4,076,215
Fund SNAP Proceeds	\$ 1,056,158	\$ -
Total General Fund	\$ 6,807,460	\$ 4,076,215
Water & Sewer Fund	\$ 1,643,416	\$ 1,410,436
Fund SNAP Proceeds	\$ 482,787	\$ -
Total Water & Sewer Fund	\$ 2,126,203	\$ 1,410,436
Electric Fund	\$ 672,007	\$ 452,319
Fund SNAP Proceeds	\$ 836,139	\$ -
Total Electric Fund	\$ 1,508,146	\$ 452,319
Airport Fund	\$ (54,041)	\$ (66,635)
TOTAL CASH FOR OPERATIONS	\$ 8,012,684	\$ 5,872,335
TOTAL CASH FOR CAPITAL PROJECTS	\$ 2,375,084	\$ -
TOTAL CASH	\$ 10,387,768	\$ 5,872,335



June 19, 2013

TO: Randy Martin, City Manager

FROM: Melissa D. Rollins, Director of Finance

RE: Budget Amendments & Transfers for FY 2012-2013

Despite efforts to produce a budget that anticipates annual spending, there are often situations that arise beyond the City's control that will ultimately result in total expenditures which will exceed the total appropriations for a department. In these situations, staff reviews other areas of the budget in which expenditures will be less than budget and proposes transfers of excess appropriations to those line items requiring additional appropriation.

I am pleased to report that there are minimum required adjustments. Budget amendment #2013-24 reflects the few line items in the City's FY2012-2013 operating budget requiring additional appropriation alongside the line items where excess appropriations were available to cover the over expenditure.

Budget Amendment #2013-24

1. General Fund #100

District Court – Court Appointed Attorney Fees – the Clerk of Court is requesting additional funds to cover the cost of court appointed attorney fees. According to State Code, localities are responsible for these fees. An additional \$3,000 is requested for FY 2012-2013.

Public Works VDOT Urban Renewal Project – The requested amendment of \$16,958 reflects the appropriation of funds to cover the City's cost (2.0%) to VDOT for its share of the Hunterdale Road widening project. Funds are available from drainage to cover this cost (which is VDOT eligible).

Merchant Card Fee Payments – As discussed, the current year budget did not contain sufficient funds to cover the cost of accepting merchant cards from customers. A supplemental appropriation is needed in the amount of \$37,028 to cover current fiscal year costs estimated at \$48,000. The required funds will come from available revenues not budgeted and available funds not spent from departmental budgets.

Police Salaries – Overtime in the police department is estimated at approximately \$220,000 for the fiscal year; however, \$170,000 was budgeted. A transfer is requested from regular salaries and wages to cover the costs. Department staff will be available to answer any questions.

Fire & Rescue – The budget for Fire and Rescue requires amendment to reflect additional federal revenue for the SAFER grant positions anticipated in the current fiscal year in the amount of \$75,186. Additional appropriation is also requested from various line items within the budget and from available funds in Civil Defense to help cover the cost of overtime that has exceeded the budget. Department staff will be available to answer any questions.

2. Economic Development Fund

The cost for maintenance service contracts and electrical utilities exceeded the current year budget and additional funds are required to cover these costs. Funds are available through revenue from rents and incubator fees (not budgeted) to cover the additional cost estimated at \$18,200.

3. Neighborhood Stabilization Fund

The request is to amend the Neighborhood Stabilization budget to reflect funds not spent in the prior year. The appropriation of funds each year is required by the Virginia Department of Housing and Community Development (DHCD). The request for \$37,443 reflects the carryover of funds from FY 11-12 that were not amended to the current year budget.

BUDGET AMENDMENT #2013-25

Attached is the required amendment to appropriate funds received from the 2012 New Money Issuance for General Fund Capital Projects as outlined. Kindly note that any funds remaining at the end of June 30, 2013 will be amended to the FY 2013-2014 budget and reflect changes based on variances in the proposed estimates versus actual project costs.

REQUIRED ACTION BY COUNCIL: AUTHORIZE AMENDMENTS AND TRANSERS TO THE FISCAL YEAR 2012-2013 BUDGET AS OUTLINED AND APPROPRIATE THE FUNDS FOR EXPENDITURE.

BUDGET AMENDMENT 2013-24

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2012-2013 City Budget is hereby amended as follows:

General Fund Revenue					
18990	201	Revenue Sharing - Isle of Wight	202,251	227,529	(25,278)
33010	19	Safer Grant Funds	-	75,186	(75,186)
		TOTAL GENERAL FUND REVENUE			(100,464)
General Fund Expenditures					
11010	3191	City Council - Contractual Services	6,750	-	(6,750)
21200	3151	General District - Court Attorneys	4,000	7,000	3,000
21910	3163	Juvenile Detention	133,000	130,000	(3,000)
41200	8211	Public Works -Drainage - CIP	175,541	158,583	(16,958)
41200	8213	Public Works-VDOT Urban Renewal	-	16,958	16,958
91300	5672	Southampton Co. Revenue Payment	650,000	645,000	(5,000)
91500	5855	Merchant Card Fees	10,322	47,350	37,028
31100	1101	Police - Salaries - Regular	1,463,529	1,413,529	(50,000)
31100	1200	Police - Salaries - Overtime	170,000	220,000	50,000
32100	1100	EMS - Salaries - Regular	666,282	715,386	49,104
32100	2100	EMS - FICA	63,604	67,361	3,757
32100	2210	EMS - Retirement	100,827	107,839	7,012
32100	2300	EMS - Hospitalization	208,740	198,740	(10,000)
32100	1200	EMS - Overtime	70,000	127,266	57,266
32100	2830	Fire & Rescue Calls	14,600	6,147	(8,453)
32100	3110	Doctor Exams	2,000	-	(2,000)
32100	5604	Support of Volunteer FD	3,000	1,500	(1,500)
32100	6009	Vehicle Supplies	7,700	4,700	(3,000)
32100	8101	Fire Hose Equipment	23,100	17,100	(6,000)
35500	1101	Civil Defense -Wages	49,359	43,359	(6,000)
35500	2210	Civil Defense -Retirement	7,394	6,394	(1,000)
35500	2300	Civil Defense -BCBS	5,610	1,610	(4,000)
		TOTAL GEN. FUND EXPENDITURES	3,835,358	3,935,822	100,464

BUDGET AMENDMENT 2013-25

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2012-2013 General Fund Budget is hereby amended to recognize revenue and to appropriate such revenue for applicable use:

<u>REVENUE</u>	<u>GENERAL FUND</u>			
		2012-2013 Budget	Amended Budget	Increase (Decrease)
100 41040	1 Local Bond Issue - GF Capital Projects	\$ -	\$ 1,207,000	\$ 1,207,000
TOTAL REVENUE				<u>\$ 1,207,000</u>
<u>EXPENSES</u>	<u>GENERAL FUND</u>			
100 12560	8113 Computer Software Upgrade	\$ 15,000	\$ 200,000	\$ 185,000
100 41200	8150 Capital Outlaly- Equipment-Street Sweeper	\$ 30,000	\$ 165,150	\$ 135,150
100 41200	8150 Capital Outlaly- Equipment-Tire Excavator	\$ 164,275	\$ 339,275	\$ 175,000
100 42300	8199 Capital Outlay - Equipment-Garbage Truck		\$ 185,000	\$ 185,000
100 43200	8400 Building Maintenance Capital -Roof Repairs	\$ 25,000	\$ 389,600	\$ 364,600
100 43600	8400 Building Maintenance-City Hall AC Unit	\$ -	\$ 15,000	\$ 15,000
100 31100	8105 Motor Vehicles - Police	\$ 51,325	\$ 178,575	\$ 127,250
100 95101	9130 Other Debt Expense-Cost of Issuance	\$ -	\$ 20,000	<u>\$ 20,000</u>
TOTAL EXPENSES				<u>\$ 1,207,000</u>

To reflect bond proceeds for General Fund Capital Projects (New Money Issuance).

*Certified copy of resolution adopted by
Franklin City Council*

Clerk to the City Council



**BUDGET RESOLUTION
SETTING THE TAX RATES, ADOPTING THE BUDGET AND APPROPRIATING
FUNDS FOR FY 2013-2014**

WHEREAS, it is mandated by law that the governing body of this City adopt a City budget for fiscal planning purposes and fix the respective local tax rates each year and;

WHEREAS, the Franklin City Council has complied with the law by preparing a proposed budget, holding the required public hearings on June 10, 2013 after proper and legal notice and having deliberated;

Section I.

Council does hereby propose to set and adopt, pursuant to Virginia Code Section 58.1-3524, the rate of tax relief at such a level that is anticipated fully to exhaust PPTRA relief funds provided to the City by the Commonwealth as follows:

Personal Use vehicles valued at \$1,000 or less	Eligible for 100% tax relief
Personal Use vehicles valued at \$1,001 to \$20,000	Eligible for tax relief at 62% (from 64%)
Personal Use vehicles valued at \$20,000 or more	Eligible for tax relief at 62% on the first \$20,000 of value and taxed fully on the balance up (from 64%)

Council does hereby propose to amend Section 13-15 Fees for City Collection of Garbage, Waste and Other Refuse of the Franklin City Code as follows:

Trash Collection Fees	\$39.74 per month (from \$42.24 residential)
	\$79.48 per month (from 84.48 residential outside city)
	\$52.61 per month- commercial 1 box (no change)
	\$61.90 per month - commercial 2 boxes (no change)

THE FOLLOWING TAXES AND FEES ARE PROPOSED TO REMAIN UNCHANGED:

Real Estate Tax Rate	\$0.90/\$100 of assessed value
Personal Property & Business Property	\$4.50/\$100 of assessed value
Downtown District Tax Rate	\$0.24/\$100 of assessed value
Machinery & Tools	\$2.00/\$100 of assessed value
Meals Tax	6.5%
Lodging Tax	8.0%
Cigarette Tax	\$0.60 per pack (no change)
Ambulance Service Fees:	
Basic Life Support	\$450.00 (no change)
Advanced Life Support 1	\$550.00 (no change)
Advanced Life Support 2	\$800.00 (no change)
Mileage Rate to Hospital	\$13.00 (no change)

Water & Sewer Fees:

Water Service Fees (Base Rates)	\$12.62 base rate plus 2.83 per \$1,000 gallons (Inside City) \$16.04 base rate plus \$3.50 per 1,000 gallons (Outside City)
Sewer Service Fees (Base Rates)	\$16.91 base rate plus \$3.93 per 1,000 gallons (Inside City) \$20.23 base rate plus \$5.04 per 1,000 gallons (Outside City)

Building permit fees, other taxes and related permits not listed herein remain unchanged (except Storm water Management Fees).

SECTION II: The following amounts as stated are hereby appropriated in the **General Fund** for the operation of the City Government and its activities for and during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Revenues

GENERAL PROPERTY TAXES	6,966,432
OTHER LOCAL TAXES	5,183,500
PERMITS, FEES, FINES & LICENSES	155,190
MISCELLANEOUS & REVENUE SHARING	769,312
USE OF MONEY & PROPERTY	247,757
CHARGES FOR SERVICES	1,316,464
STATE & FEDERAL REVENUE	4,267,173
TRANSFERS FROM OTHER FUNDS	1,409,891
USE OF DEBT SERVICE RESERVE	689,386
PRIOR YEAR CARRYOVER	643,174
GENERAL FUND REVENUE	21,648,279

Expenditures

EXPENDITURE SUMMARY - GENERAL FUND

CITY COUNCIL	257,729
CITY MANAGER	233,803
CITY ATTORNEY	158,880
MANAGEMENT SERVICES & HR	157,982
COMMISSIONER OF REVENUE	242,417
REAL ESTATE ASSESSOR	114,029
TREASURER	267,812
FINANCE	610,649
INSURANCE	105,000
INFORMATION TECHNOLOGY	141,468
ELECTIONS	101,977
JUDICIAL ADMINISTRATION	986,945
LAW ENFORCEMENT	3,338,022
ANIMAL CONTROL	111,206
FIRE AND EMERGENCY SERVICES	2,050,437
CIVIL DEFENSE & SAFETY	72,483
BUILDING INSPECTIONS	370,854
PUBLIC WORKS - STREETS	1,908,981
PUBLIC WORKS - GARAGE	226,527
REFUSE COLLECTION	-
MAINTENANCE OF BLDGS & GROUNDS	974,339
HEALTH AND WELFARE	167,198
RECREATION	405,802
CEMETERIES	57,050
SENIOR CITIZENS PROGRAMS	137,606
LIBRARY	290,300
PLANNING & ZONING	162,883
BEAUTIFICATION COMMISSION	5,000
DOWNTOWN DEVELOPMENT	108,707
MISCELLANEOUS: Rev. Sharing & Debt Restructuring	690,000
GENERAL FUND BEFORE TRANSFERS	14,456,086
TRANSFERS	7,192,193
TOTAL, GENERAL FUND	21,648,279

SECTION III: The following amounts as stated are hereby appropriated in the **Water and Sewer Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

WATER & SEWER UTILITY REVENUE	3,120,250
TOTAL WATER & SEWER UTILITY REVENUE	3,120,250

WATER DEPARTMENT EXPENSES	1,167,961
SEWER DEPARTMENT EXPENSES	558,797
WASTEWATER TREATMENT OPERATIONS	743,603
TRANSFER TO GENERAL FUND (SERVICES/TAXES)	649,889
TRANSFER TO DEBT SERVICE	-
TOTAL WATER & SEWER UTILITY EXPENSE	3,120,250

SECTION IV: The following amounts as stated are hereby appropriated in the **Solid Waste Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

REVENUE FROM FEES	1,391,331
TOTAL SOLID WASTE REVENUE	1,391,331

OPERATING EXPENSES	900,942
DEBT SERVICE	28,056
CAPITAL OUTLAY	174,171
RESERVES	100,000
TRANSFER TO GENERAL FUND	188,162
TOTAL AIRPORT FUND EXPENSES	1,391,331

SECTION V: The following amounts as stated are hereby appropriated in the **Airport Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

AIRPORT RENTAL FEES	64,700
SALE OF GAS AND FUEL	177,232
STATE & FEDERAL AID	3,000
TRANSFER FROM GENERAL FUND	95,231
TOTAL AIRPORT FUND REVENUE	340,163

OPERATING EXPENSES	302,330
DEBT SERVICE	20,000
TRANSFER TO GENERAL FUND	17,833
TOTAL AIRPORT FUND EXPENSES	340,163

SECTION VI: The following amounts as stated are hereby appropriated in the **Electric Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

REVENUE FROM SALE OF ENERGY	13,281,003
REVENUE FROM FUEL CHARGES	1,667,715
OTHER REVENUE	139,297
TOTAL ELECTRIC FUND REVENUE	15,088,015

PURCHASE OF ELECTRICITY	9,199,190
FUEL ADJUSTMENT	1,664,432
OPERATING EXPENSES	1,464,529
CAPITAL IMPROVEMENTS	296,000
DEBT SERVICE	277,018
CASH RESERVE REPLENISHMENT	268,406
CAPITAL RESERVE	60,307
TRANSFER TO GENERAL FUND	1,858,133
TOTAL ELECTRIC FUND EXPENSES	15,088,015

SECTION VII: The following amounts as stated are hereby appropriated in the **Economic Development Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

RENT AND FEES - INCUBATOR	105,000
GENERAL FUND TRANSFER -OPERATING EXPENSE	78,539
GENERAL FUND TRANSFER - JOINT ECON. DEV.	125,000
TOTAL ECONOMIC DEVELOPMENT REVENUE	308,539

OPERATING EXPENSES	183,539
TRANSFER FOR JOINT ECONOMIC DEVELOPMENT	125,000
TOTAL ECONOMIC DEVELOPMENT EXPENSE	308,539

SECTION VIII: The following amounts as stated are hereby appropriated in the **Social Services Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

STATE REVENUE	473,315
COST ALLOCATION REIMBURSEMENT	36,527
FEDERAL REVENUE	708,662
TRANSER FROM GENERAL FUND	397,338
TOTAL SOCIAL SERVICES FUND REVENUE	1,615,842

SOCIAL SERVICES EXPENSES	1,615,842
TOTAL SOCIAL SERVICES EXPENSES	1,615,842

SECTION IX: The following amounts as stated are hereby appropriated in the **Comprehensive Services Act Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

STATE REVENUE	177,250
TRANSER FROM GENERAL FUND	92,750
TOTAL COMPREHENSIVE SERVICES REVENUE	270,000

MANDATED SERVICES	224,633
ADMINISTRATIVE SERVICES	45,367
TOTAL COMPREHENSIVE SERVICES EXPENSES	270,000

SECTION X: The following amounts as stated are hereby appropriated in the **Education Fund (Schools & Cafeteria)** for the operation of the funds and its activities for and during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

LOCAL REVENUE	210,618
CAFETERIA FUND REVENUE (State, Federal & Local)	599,678
STATE REVENUE	8,466,180
FEDERAL REVENUE	1,990,156
LOCAL RE-APPROPRIATION	643,174
TRANSER FROM GENERAL FUND	4,837,395
TOTAL SCHOOL & CAFETERIA FUND REVENUE	16,747,201

SCHOOL OPERATIONS	15,547,844
CAFETERIA FUND OPERATIONS	599,678
TOTAL SCHOOL & CAFETERIA EXPENSES	16,147,522

SECTION XI: The following amounts as stated are hereby appropriated in the **Debt Service Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

TRANSFER FROM GENERAL FUND-GENERAL DEBT	498,604
TRANSFER FROM GENERAL FUND-SCHOOL DEBT	424,162
INTEREST INCOME - SCHOOL DEBT	20,000
TOTAL GENERAL AND SCHOOL DEBT REVENUE	942,766

GENERAL FUND DEBT SERVICE	498,604
SCHOOL DEBT FUND	444,162
TOTAL GENERAL AND SCHOOL DEBT EXPENSES	942,766

SECTION XII: AUTHORIZATION & LIMITATIONS

A. The City Manager is authorized to transfer budgeted amounts within departments up to \$10,000. Expenditures over the original budget of any department or transfers over \$10,000 must be approved by City Council.

B. No amount between funds nor any contingency appropriation may be transferred within any fund without approval from the City Council.

EFFECTIVE DATE: The budget hereby adopted and the respective tax rates so fixed shall be effective July 1, 2013:

DONE THIS _____ day of June, 2013, in the CITY OF FRANKLIN, VIRGINIA

Raystine D. Johnson-Ashburn, Mayor

ATTEST: _____
R. Randy Martin, Clerk

THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA DOES ORDAIN AS FOLLOWS:

That Section 25.7-7 (c) Procedures and Fees of CHAPTER 25.7 STORMWATER MANAGEMENT of the City of Franklin is hereby amended to read as follows:

Sec. 25.7-7. - Procedures and fees.

(c) 1. Fees to cover costs associated with implementation of a Virginia Stormwater Management Program (VSMP) related to land disturbing activities and issuance of general permit coverage and VSMP authority permits shall be imposed in accordance with Table 1. When a site or sites has been purchased for development within a previously permitted common plan of development or sale, the Applicant shall be subject to fees (“total fee to be paid by applicant” column) in accordance with the disturbed acreage of their site or sites according to Table 1. The following fees will be collected at the time the stormwater management plan or application is submitted:

Table 1: Fees for permit issuance

<u>Fee type</u>	<u>Total fee to be paid by Applicant</u>
<u>General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre.)</u>	<u>\$290</u>
<u>General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 Acres)</u>	<u>\$2,700</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)</u>	<u>\$3,400</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing [Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres]</u>	<u>\$4,500</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)</u>	<u>\$6,100</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)</u>	<u>\$9,600</u>

(1) Fees for the modification shall be imposed in accordance with Table 2. If the general permit modifications result in changes to stormwater management plans that require additional review by the City of Franklin, such reviews shall be subject to the fees set out in Table 2. The fee assessed shall be based on the total disturbed acreage of the

site. In addition to the general permit modification fee, modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial permit fee paid and the permit fee that would have applied for the total disturbed acreage in Table 1.

Table 2: Fees for the modification & Discharges of Stormwater from Construction Activities

<u>Type of Permit</u>	<u>Fee Amount</u>
<u>General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)</u>	<u>\$20</u>
<u>General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 and less than 5 acres)</u>	<u>\$200</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)</u>	<u>\$250</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)</u>	<u>\$300</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)</u>	<u>\$450</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)</u>	<u>\$700</u>

- (2) The following annual permit maintenance shall be imposed in accordance with Table 3, including fees imposed on expired permits that have been administratively continued. With respect to the general permit, these fees shall apply until the permit coverage is terminated.

Table 3: Permit Maintenance Fees

<u>Type of Permit</u>	<u>Fee Amount</u>
<u>General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)</u>	<u>\$50</u>
<u>General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than 1 acre and less than 5 acres)</u>	<u>\$400</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)</u>	<u>\$500</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than 10 acres)</u>	<u>\$650</u>

<u>disturbance acreage equal to or greater than 10 acres and less than 50 acres)</u>	
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)</u>	\$900
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater 100 acres)</u>	\$1,400

General permit coverage maintenance fees shall be paid annually to the City of Franklin, by the anniversary date of general permit coverage. No permit will be reissued or automatically continued without payment of the required fee. General permit coverage maintenance fees shall be applied until a Notice of Termination is effective.

(3) The fees set forth in Subsections (1) through (3) above, shall apply to:

- (a) All persons seeking coverage under the general permit.
- (b) All permittees who request modifications to or transfers of their existing registration statement for coverage under a general permit.
- (c) Permit and permit coverage maintenance fees outlined under Section 1-15 (c) may apply to each general permit holder.

(4) No general permit application fees will be assessed to:

- (a) Permittees who request minor modifications to general permits that does not substantially alter general permit conditions, substantially increase or decrease the amount of surface water impacts, increase the size of the operation, or reduce the capacity of the facility to protect human health or the environment. Permit modifications at the request of the permittee resulting in changes to stormwater management plans that require additional review by the Administrator shall not be exempt pursuant to this Section.
- (b) Permittees whose general permits are modified or amended at the initiative of the Department, excluding errors in the registration statement identified by the Administrator or errors related to the acreage of the site.

(5) All incomplete payments will be deemed as nonpayments, and the applicant shall be notified of any incomplete payments. Interest may be charged for late payments at the underpayment rate set forth in §58.1-15 of the Code of Virginia and is calculated on a monthly basis at the applicable periodic rate. A 10% late payment fee shall be charged to any delinquent (over 90 days past due) account. The City of Franklin shall be entitled to all remedies available under the Code of Virginia in collecting any past due amount.

This ordinance shall be effective on July 1, 2013.

Proposed Amendment to City Ordinance 8-14(a) to Increase Electrical Rates

Motion

The Council of the City of Franklin does ordain that the Franklin City Code 8-14 (a) shall be amended to set the monthly electrical rates for the non-fuel charge component for the kWh energy charge and the kW demand charge for all billings after **July 1, 2013** in the following categories of users:

Sec. 8-14. Electrical rates and deposits.

(a) The following monthly electrical rates are hereby established for the following category of users:

Residential Rate – “Schedule RS-401” :

June-September

- A. Basic Customer Charge: \$7.98
- B. Plus KWH charge:
- | | |
|---------------------|-------------------|
| First 800 KWH | \$0.09702 per KWH |
| Excess over 800 KWH | \$0.10994 per KWH |

Winter Rate – October-May

- A. Basic Customer Charge: \$7.98
- B. Plus KWH charge:
- | | |
|---------------------|-------------------|
| First 800 KWH | \$0.09702 per KWH |
| Excess over 800 KWH | \$0.07835 per KWH |
- C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Small General Service Rate – “Schedule SGS 405” :

- A. Basic Customer Charge:
- | | |
|--------------|---------|
| Single Phase | \$12.61 |
|--------------|---------|
- B. Plus kWh charge: \$0.07863 per kWh
- C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Small General Service Rate – “Schedule SGS 406” :

- A. Basic Customer Charge:
- | | |
|-------------|---------|
| Three Phase | \$22.42 |
|-------------|---------|
- B. Plus kWh charge: \$0.07863 per kWh
- C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Medium General Service Rate– “Schedule MGS-I 451/551:”

- A. Basic Customer Charge: Single Phase \$49.50
- B. Plus kWh Charge: \$0.06439 per kWh
- C. Plus kW demand charge: \$5.99 per kW
- D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

First 3000 KWH	\$0.09120 per KWH
Excess over 3000 KWH	\$0.13507per KWH

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Church and Synagogue Rate – “Schedule CS 419, 429, 440” :

A. Basic Customer Charge: \$22.00

B. Plus KWH charge:

First 3000 KWH	\$0.09120 per KWH
Excess over 3000 KWH	\$0.13507 per KWH

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

OUTDOOR LIGHTING SERVICE

Rate Schedule: OLS

High Pressure Sodium	
100 W	\$11.00 per month
150 W	\$13.50 per month
250 W	\$18.75 per month
400 W	\$28.00 per month
1,000 W	\$44.00 per month
Metal Halide	
1,000 W	\$39.25 per month



June 18, 2013

TO: Franklin City Council
FROM: R. Randy Martin
RE: City Council Priorities for FY 2013-2014

As discussed during budget work sessions, attached is the set of City Council priorities drafted for your consideration and subsequent adoption during the FY 2013-2014 budget. The policies are inclusive of the following general areas:

- **ADMINISTRATION/PUBLIC RELATIONS**
- **PLANNING**
- **PUBLIC SAFETY**
- **PUBLIC UTILITIES/PUBLIC WORKS**
- **AGENCY SUPPORT**

Required Action by Council: Adopt the City Council Priorities as drafted for FY 2013-2014.



MISSION STATEMENT

In the year 2020, the City of Franklin, Virginia will be known as....

A City that inclusively recognizes and embraces the racial and cultural diversity of its community

A City that is business friendly and invites diversified business development leading to economic opportunity for its citizens

A City that provides its citizens with a high quality public education

A city that acknowledges and finds solutions to the leading social issues that affect the quality of life

A City that encourages its citizens to participate in an open, inclusive and visionary government

A City that is financially sound and responsible while preserving its aesthetic appeal and sustaining quality services to the public provided by committed employees and talented citizens

A City that has meaningful and productive partnerships with agencies and neighboring communities in order to develop more efficient ways to enhance services

A City with progressive growth and development that embraces its history, beauty and sense of community



CITY COUNCIL PRIORITIES FY 2013-2014

OVERVIEW

The following are the municipal goals or priorities for the City of Franklin for FY 2013 – 2014 and beyond as approved by the City Council. Goals are generally grouped by service area or related departmental activities and reflect the established priorities for city operations and activities. Each goal is briefly described in bulleted fashion. In developing these goals, management solicited input from the members of Council during work sessions and from each City Department. The list is not intended to be an all inclusive listing of more detailed information contained in the goal session work books. Rather, it is a summation of specific areas of responsibility for which city resources should be prioritized and focused.

ADMINISTRATION/PUBLIC RELATIONS

- Communicate and interact with citizens and customers utilizing available technology and other more traditional cost-effective means focused on being as citizen, customer and business friendly as possible – evaluate and improve information technology capabilities and resources to further City interests in all service areas
- As a governmental entity, implement legally compliant policies that ensure fairness in the treatment of citizens and customers in as professional and business-like an environment as is practical
- Evaluate municipal operations with a balanced approach aimed at providing as high a quality of designated services as possible while minimizing the costs necessary to provide priority services – pursue initiatives to illicit and promote volunteerism as a citizen engagement and cost reduction technique
- When evaluating and developing service priorities, apply as a “litmus test” the impact and potential to preserve or improve on all aspects of the community’s quality-of-life.
- Maintain a financial management system with established Council benchmarks and performance standards that ensure the long-term financial well-being of the City and its essential funding obligations
- Promote intergovernmental and interagency cooperation with neighboring counties and through regional partnerships – pursue cost-effective “win-win” opportunities to promote optimum service levels at minimal cost
- Support Community Organizations that promote the City through their sponsorship of major public events which showcase the community and provide services which enhance the general quality-of-life of residents and visitors or otherwise accomplish a city goal

- Maintain a qualified and capable municipal work force focused on the efficient delivery of services – promote a safe working environment where the well-being of employees is valued – implement a locally competitive compensation package that attracts and retains employees dedicated to public service

PLANNING

- Complete required update of the Community’s Comprehensive Plan including a component on regional collaboration particularly within designated revenue sharing zones outside the City in cooperation with neighboring counties
- Enhance economic development efforts and community readiness to promote private investment and job creation (e.g. regulatory, utility infrastructure, educational achievement, other key competitiveness criteria)
- Broaden economic development focus to ensure inclusion of not only diversified industrial development, but also commercial business recruitment and retention efforts; governmental & service industry investment; health care industry expansion interests; tourism opportunities; and, cultural/heritage possibilities
- Streamline City-County Consolidated Community Development Planning & Inspections services to meet needs as cost efficiently as possible while maintaining quality customer service and regulatory compliance at all levels
- Develop and maintain a comprehensive Capital Improvements Program (CIP) to meet and finance capital outlay needs of the City in all service responsibility areas for at least five years into the future

PUBLIC SAFETY

- Provide as well-trained and professional a police agency as possible that is adequately equipped and staffed to reasonably ensure the delivery of high quality and reliable community policing services to meet the City’s public health, welfare and safety responsibilities and needs as determined by the City Council
- Provide as well-trained and professional a Fire & Emergency Medical Services (EMS) response agency as possible that is adequately equipped and staffed to reasonably ensure the delivery of high quality and reliable emergency services to meet the City and service response area’s public health, welfare and safety responsibilities and needs as determined by the City Council-position resources strategically to optimize emergency response times
- Ensure the safety of citizens and public safety providers by maintaining an efficient and reliable emergency communications system

- Protect citizens and property through development and maintenance of a well organized Emergency Operations Plan (EOP) outlining resources, procedures, mutual aid arrangements and designating responsibilities for emergency preparedness and response

PUBLIC UTILITIES/PUBLIC WORKS

- Provide a safe, reliable, cost-effective and efficient electric utility power supply system to ensure the provision of essential regulatory compliant electric service to all customers served within and outside the city limits – evaluate the long-term value of the system and its service obligations including a peer provider alternatives analysis component
- Provide a cost-effective and efficient public water supply system to ensure the provision of essential, safe, reliable and regulatory compliant portable water for customer consumption and to meet fire protection and economic development needs – assess capabilities, feasibility and needs for regional water supply approaches
- Provide an efficient and reliable public wastewater collection and treatment system to ensure the public health and safety while protecting environmental quality of the receiving stream through regulatory compliance efforts – assess long term alternatives for meeting wastewater needs including regional treatment options
- Provide for and regulate the efficient and cost-effective collection and disposal of solid waste within the City in an effort to protect the public health and welfare – manage the volume of waste disposal to minimize the flow of waste to the landfill including promotion of recycling and reuse opportunities – evaluate and pursue a long-term disposal strategy for the City – study privatization alternatives for solid waste collection services
- Develop and manage a safe and efficient multi-modal system of highways, streets and associated appurtenances for vehicles, non-motorized transportation alternatives and pedestrians
- Implement and maintain a safe and reliable stormwater utility management system for collecting stormwater runoff to protect public health, welfare and safety
- Pursue federal/state assistance to study (i.e. required cost-benefit analysis criteria evaluation) viable alternatives which might mitigate impacts of flooding and related natural disasters on public and private property or otherwise pose a threat to citizens
- Evaluate prioritize and provide for comprehensive parks, recreational and leisure opportunities in terms of facilities and programs for all segments of the population
- Provide safe and FAA regulatory compliant municipal airport facilities and services to customers utilizing the service
- Maintain a system of public infrastructure and buildings, as well as, a fleet of vehicles and equipment to facilitate the safety of employees and others and the provision of services to citizens in as cost-efficient a manner as possible – manage resources by promoting and pursuing energy efficiency opportunities in the provision of City services when determined to be cost- effective alternatives

AGENCY SUPPORT

- Provide support for City Constitutional Officers (i.e. Commissioner of Revenue, Treasurer) and Election Registrar responsibilities and functions to meet City obligations and the needs of the citizenry
- Cooperatively provide for shared Constitutional Office Support functions with Southampton County including: Judicial System, Sheriff, Commonwealth's Attorney and Clerk of the Court to meet the City's obligations and the needs of the citizenry
- Provide City funding, as determined by the City Council, to satisfy local responsibilities to provide the City share of essential School System funding to meet operating and capital needs – identify and appoint School Board members committed to high caliber student achievement and educational system accountability
- Provide sufficient resources, as determined by the Council, to satisfy local responsibilities for the City's share of Department of Social Services funding to meet operating and capital requirements and community assistance needs
- Provide the City share of funding, as determined by the Council and contractual obligations, for other important services and agencies including: Blackwater Regional Library, Western Tidewater Regional Jail, CSA, Senior Services, Paul D. Camp Community College, Franklin-Southampton Economic Development, Inc., Hampton Roads Planning District Commission, Western Tidewater Community Services Board, etc.

Adopted this _____ day of June , 2013.



TO: Randy Martin, City Manager
FROM: Melissa D. Rollins *Melissa D. Rollins*
DATE: June 19, 2013
SUBJECT: FY 2013-2014 Proposed Fee Schedule

Attached please find the Proposed Fee Schedule for FY 2013-2014 scheduled for adoption by City Council on June 24, 2013. Kindly note the following proposed changes in City fees from the current year to the new fiscal year effective July 1, 2013:

	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	
• Yard Sale Permit	\$1.00	\$5.00	+\$4.00	page 9
• Residential Waste Collection	\$42.24	\$39.74	- \$2.50	page 10

The proposed City Wide Electric Utility Rates are included in the Proposed Schedule based on the 3.6% rate increase as advertised. These rates are listed beginning on page 12 of the fee schedule.

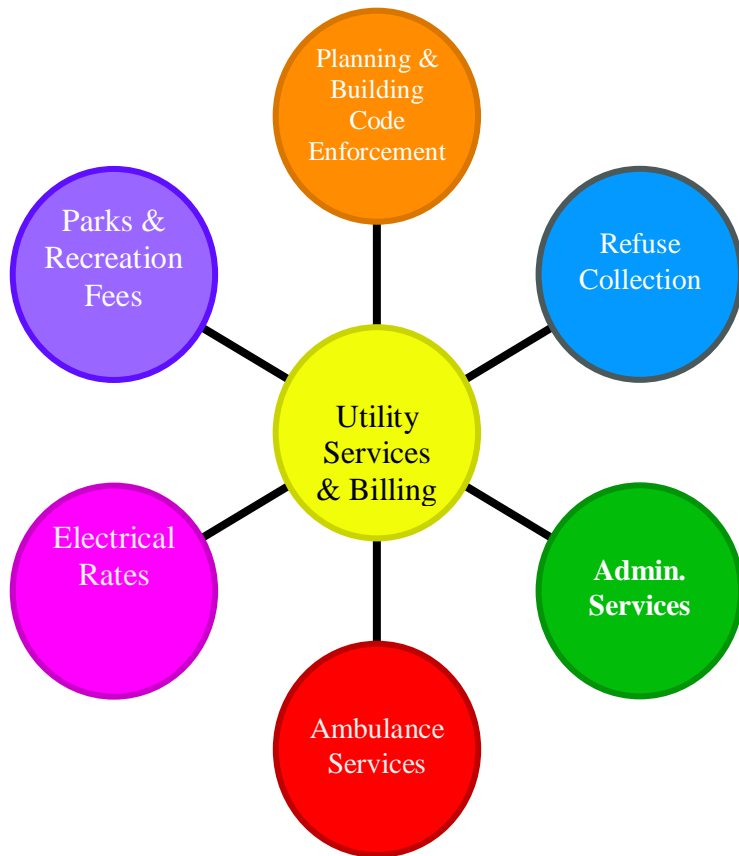
The proposed Stormwater Management Fees in the amounts recommended by the State are included in the Proposed Schedule beginning on page 15.

Please review and advise of any additional recommended changes.



2013-2014

PROPOSED FEE SCHEDULE



Adopted by Franklin City Council
June 24, 2013

Updated June 18, 2013

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FEE SCHEDULE FISCAL YEAR 2013-2014

Fees	Fiscal Year 2012-2013 Current	Fiscal Year 2013-2014 Proposed
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PLANNING & BUILDING CODE SERVICES		
Zoning Permits	25.00	25.00
Erosion and Sedimentation Inspection (land disturbance)	300.00	300.00
E & S Agreement in lieu of a Plan	50.00	50.00
Appeal from decision of building official	100.00	100.00
Board of Zoning Appeals	300.0	300.00
Interpretation of zoning map, variance, special exception, appeals	500.00	500.00
Appeals from the decision of the zoning administrator	300.00	300.00
Site Plan Review	150.00 plus \$25 per acre	150.00 plus \$25 per acre
Subdivision Permits		
Plat-minor subdivision or boundary line adjustment	100.00 plus 5.00 for each lot	100.00 plus 5.00 for each lot
Plat – major subdivision	100.00 plus 5.00 for each lot	100.00 plus 5.00 for each lot
Review of plans and specs by 3 rd party engineer	The review rate as established under contract with the City	The review rate as established under contract with the City
Sign Permits		
Sign Permit Base Fee	35.00	35.00
0-50 square feet	10.00	10.00
51- 100 square feet	20.00	20.00
101 -300 square feet	30.00	30.00
Over 300 square feet	40.00	40.00
Rezoning Fees		
Conditional Rezoning	600.00	600.00
Rezoning Permit	500.00	500.00
Temporary Certificate of Occupancy (excludes R-4 and R-5)	100.00	100.00
Final Certificate of Occupancy (excludes R-4 and R-5)	100.00	100.00
If obtained temporary certificate	50.00	50.00
Certificate of Occupancy-Existing Buildings	100.00	100.00
Plan Reviews		
2,499 or less square feet	25.00	25.00

Fees	Fiscal Year 2012-2013 Current	Fiscal Year 2013-2014 Proposed
2,500-5,000 square feet	35.00	35.00
5,001 to 10,000 square feet	50.00	50.00
10,001 to 30,000 square feet	75.00	75.00
30,001 to 40,000 square feet	125.00	125.00
Every additional 1,000 square feet	25.00	25.00
Permit Fees		
Appeal from Decision of Building Official	100.00	100.00
Application for Modification of Provisions of the Building Code	100.00	100.00
Administrative fee – applicant request to amend permit after work has begun	50.00	50.00
Special Plan Review-Non City Staff	Fee Charged by ICC or other Reviewing Agency	Fee Charged by ICC or other Reviewing Agency
Stop Work Order Penalty	50.00	50.00
Re-inspection fee	50.00	50.00
Permit Extension and Suspension	100.00	100.00
Refunding of Fees and Permits		
Written cancellation <u>prior to</u> start of construction or request for inspection	Permit fee less 50.00 service charge	Permit fee less 50.00 service charge
Written cancellation after start of construction or request for inspection	Permit fee less 50.00 service charge, 25.00 for each inspection and less plan review fee	Permit fee less 50.00 service charge, 25.00 for each inspection and less plan review fee
BUILDING INSPECTION SERVICES		
<i>New Construction (Includes additions in all use classifications) and Manufactured Homes or Industrialized Building Unit</i>		
Administrative Fee for all Permits	25.00	25.00
Note: Fees are based on gross floor area within the perimeter of the outside walls of the building under construction.		
0 - 500 sq. ft.	50.00	25.00
500 -1,000 sq. ft.	70.00	70.00
1,001 - 1,500 sq. ft.	110.00	110.00
1,501 - 2,000 sq. ft.	160.00	160.00
2,001 - 2,500 sq. ft.	200.00	200.00
2,501 - 3,000 sq. ft.	250.00	250.00
3,001 - 3,500 sq. ft.	290.00	290.00
3,501 – 4,000 sq. ft.	340.00	340.00
4,001 - 4,500 sq. ft.	380.00	380.00
4,501 – 5,000 sq. ft.	430.00	430.00
5,001 + sq. ft.	450.00	450.00
For each 500 sq. ft or fraction thereof in excess of 5,000 sq. ft.	40.00	40.00
Fees	Fiscal Year	Fiscal Year

	2012-2013 Current	2013-2014 Proposed
Garages, sheds, decks and porches		
0 - 250 sq. ft.	25.00	25.00
> 250+ sq. ft.	50.00	50.00
Alteration/repair to any building structure; construction of piers, bulkheads, towers, pools or pool systems; fire alarm, security, energy system or site illumination installations; asbestos removal; and any other additional or alteration of similar structures. Fee based on current value of all service, labor and materials.		
0 – \$1,000	25.00	25.00
\$1,000 to \$5,000	45.00	45.00
Greater than \$5,000	50.00	50.00
For each \$5,000 or fraction thereof, of value in excess of \$5,000	20.00	20.00
Tents or Movable Structures	25.00	25.00
Annual Permit as defined in the VUSBC	50.00 plus 50.00 for each inspection conducted	50.00 plus 50.00 for each inspection conducted
Building Demolition or Razing	25.00	25.00
Building Relocation to Outside City Limits	50.00	50.00
Building Relocation within City Limits	New Construction Fee Applies	New Construction Fee Applies
Installation of Walls or Fencing	25.00	25.00
Automatic Fire Protection Systems		
\$0 to \$1,000	25.00	25.00
\$1,001 to \$2,000	40.00	40.00
Over \$2,000	40.00	40.00
Each Additional \$5,000 or fraction thereof, of Value in Excess of \$2,000	5.00	5.00
Construction Not Covered by the Above	1.0% of the Retail or Current Market Value of Work- Minimum 25.00	1.0% of the Retail or Current Market Value of Work- Minimum 25.00
Certificate of Occupancy		
Temporary Certification of Occupancy	100.00	100.00
Final Certificate of Occupancy		
Certification of Occupancy – existing buildings and structures	100.00	100.00

Fees	Fiscal Year 2012-2013 Current	Fiscal Year 2013-2014 Proposed
<i>Plumbing Permits</i>		
New Residential for R-4 and R-5 Use Classifications	50.00	50.00
Additions, Alternations & Repairs for R-4 and R-5 Use Classifications	25.00	25.00
New Commercial & Industrial (including additions) Per bathroom group as defined in the VA Plumbing Code	50.00 15.00 each	50.00 15.00 each
Alterations and Repairs for Commercial and Industrial (all use classifications)	25.00 plus \$5.00 for each additional \$500 or fraction thereof, of value in excess of \$2,000	25.00 plus \$5.00 for each additional \$500 or fraction thereof, of value in excess of \$2,000
Installation of water lateral, sewer lateral, backflow prevention for landscape irrigation system or natural LP gas lines (R-4 & R-5)	25.00 plus \$20.00 if a septic tank is abandoned	25.00 plus \$20.00 if a septic tank is abandoned
Site Utility Systems located outside building (all use classifications except R-4 & R-5) for commercial and industrial development	A rate of 1.0% of the current retail or market value of the work being done-minimum \$50.00 fee	A rate of 1.0% of the current retail or market value of the work being done-minimum \$50.00 fee
<i>Electrical Permits – New Residential R-4 and R-5 Use Classifications</i>		
0-200 amperes, per dwelling unit	50.00	50.00
Greater than 200 amperes, per dwelling unit	50.00	50.00
For each additional 100 amperes, or fraction thereof, in excess of 200 amperes	25.00	25.00
<i>Electrical Permits – Commercial and Industrial (All Other Use Classifications)</i>		
0-200 amperes	50.00	50.00
Greater than 200 amperes	50.00	50.00
For each additional 50 amperes, or fraction thereof, in excess of 200 amperes	15.00	15.00
<i>Upgrade of Electrical Service – All Use Classifications</i>		
Fees	Fiscal Year 2012-2013 Current	Fiscal Year 2013-2014 Proposed
From 0 to 200 amps	50.00	50.00
Greater than 200 amps	50.00	50.00
For each additional 100 amperes, or fraction thereof, in excess of 200 amperes	25.00	25.00
<i>Addition or Alteration of Electrical Branch Circuits, Electrical Luminaries or Outlets</i>		
Provides for no additional fee assessments where service has been upgraded	25.00 plus \$5.00 for each additional \$500 or fraction therefore, of value in excess of \$2,000	25.00 plus \$5.00 for each additional \$500 or fraction therefore, of value in excess of \$2,000

Fees	Fiscal Year 2012-2013 Current	Fiscal Year 2013-2014 Proposed
<i>Mechanical Permits – R-4 and R-5 Use Classifications</i>		
New Residential –per dwelling unit	50.00	50.00
Alterations, Repairs or Additions –per dwelling unit	25.00 plus \$5.00 for each additional \$500 or fraction thereof, of value in excess of \$2,000	25.00 plus \$5.00 for each additional \$500 or fraction thereof, of value in excess of \$2,000
<i>New Commercial & Industrial</i> 0 to 1,000 sq. ft. 1,001 to 3,000 sq. ft. 3,001+	25.00 50.00 50.00 plus \$10.00 for ea. Additional 500 sq. ft. in excess of 3,000 sq. ft.	25.00 50.00 50.00 plus \$10.00 for ea. Additional 500 sq. ft. in excess of 3,000 sq. ft.
<i>Alterations or Repairs for Commercial & Industrial</i> (all other use classifications)	25.00 plus \$5.00 for each additional \$500 or fraction thereof, of value in excess of \$2,000	25.00 plus \$5.00 for each additional \$500 or fraction thereof, of value in excess of \$2,000
<i>Tanks and Associated Piping for Flammable and Combustible Liquids</i> 0-10,000 gallons 10,001—20,000 gallons 20,001 to 50,000 gallons Over 50,000 gallons	25.00 30.00 40.00 50.00	25.00 30.00 40.00 50.00
Removal and Abandonment of Underground Storage Tanks	25.00 minimum 15.00 each multiple tanks	25.00 minimum 15.00 each multiple tanks
Commercial Cooking Hoods	25.00 ea.	25.00 ea.
Commercial Cooking Hoods-Fire suppression system	25.00 ea.	25.00 ea.
Annual Operating Permits	40.00	40.00
<i>Amusement Devices</i>		
Ride annual inspection	35.00	35.00
Operation inspection – 3 rd party – inspector	75.00	75.00
* Kiddie ride fee	25.00	25.00
* Major ride fee	35.00	35.00
* Spectacular ride fee	55.00	55.00
Coasters > 30 ft. in height	150.00	
* These rides are defined by the Virginia Amusement Device Regulations		

Fees	Fiscal Year 2012-2013 Current	Fiscal Year 2013-2014 Proposed
Spectacular ride fee	55.00	55.00
Coasters ride fee 30'height	150.00	150.00
Inspection is required before device can be operated		

PARKS & RECREATION SERVICES		
Skate Park		
Ages 18 and Older	3.25 per day 25.00 Season Pass	3.25 per day 25.00 Season Pass
Ages Under 18	2.25 per day 20.00 Season Pass	2.25 per day 20.00 Season Pass
Swimming Pool		
Ages 0-5	\$0.75 per swim Season Pass - \$25	\$0.75 per swim Season Pass - \$25
Ages 6-17	\$1.00 per swim Season Pass - \$35	\$1.00 per swim Season Pass - \$35
Ages 18 and Older	\$1.25 per swim Season Pass - \$45	\$1.25 per swim Season Pass - \$45
Family Season Pass	\$70.00	\$70.00
Swimming Classes	\$20 per session	\$20 per session
Rental of Parks (Except Armory Drive Football Stadium)		
Groups up to 100	50.00	50.00
Security Deposit	100.00	100.00
Groups from 101-200	75.00	75.00
Security Deposit	200.00	200.00
Groups over 200	100.00	100.00
Security Deposit	400.00	400.00
All rental rates are based on a five-hour rental period. Each additional hour over five hours is \$25.00 per hour.		
Concerts/Special Event Rentals		
Event	200.00	200.00
Security Deposit	400.00	400.00
The rental rate is based on a five-hour rental period. Each additional hour over five hours is \$50.00 per hour.		
Armory Drive Recreational Park Football Stadium		
Sporting Event	400.00	400.00
Security Deposit	200.00	200.00
The rental rate is based on a five hour rental period. Each additional hour over five hours is \$50 per hour.		
Armory Field, P.D. Camp or Hayden Sports Complex (Baseball or Softball Field Rental)		
Non Admission Games	25.00	25.00

Fees	Fiscal Year 2012-2013 Current	Fiscal Year 2013-2014 Proposed
Admission Games	50.00	50.00
Tournaments – Armory Drive & Paul D. Camp Field	50.00 per field	50.00 per field
Tournaments – Hayden Sports Complex	25.00 per field	25.00 per field
Use of Lights – Armory Drive and Paul D. Camp Field	25.00 per night	25.00 per night
Concession Rental		
Armory Park or Portable Concession	20.00 per day	20.00 per day
Field Signs – Rental Space on Ball Field Fences (Design Requires Approval by Department)		
14 oz Nylon Signs reinforced vinyl not exceeding 36”X48”	100.00	100.00
Rental of General Vaughan National Guard Armory		
General Use – reunions, birthday parties, dinners, receptions, etc.	100.00	100.00
General Use - Security Deposit	300.00	300.00
Other Use – Admission Required	200.00	200.00
Other Use – Security Deposit	300.00	300.00
The rental rate is based on a five hour rental period. Each additional hour over five hours is \$20.00 per hour excluding set up and clean up time.		
Waiver of Fees and Security Deposits – Fees and Security Deposits are waived for events sponsored by the City of Franklin and its Departments, Franklin Public Schools and the Franklin/Southampton Chamber of Commerce.		
Non City Resident Organizations, Groups or Persons – Fees are twice the amounts as set forth for residential organizations, groups or persons as described above.		
Refunding Fees – All rental fees are non-refundable except in the event of inclement weather or natural disaster.		

PUBLIC WORKS SERVICES		
PUBLIC WORKS - Refuse		
Refuse Collection –Single Family Dwelling	42.24 per month	39.74 per month
Business – one residential container	52.61 per month	52.61 per month
Business – two residential containers	61.90 per month	61.90 per month
Monthly fee for customers outside the City are twice the monthly rates as described.		
PUBLIC WORKS – Water Rates		
Metered Service Inside City	12.62 plus 2.83 per 1,000 gal	12.62 plus 2.83 per 1,000 gal
Metered Service Outside City	16.04 plus 3.50 per 1,000 gal	16.04 plus 3.50 per 1,000 gal
Unmetered Service Inside City	26.77	26.77
Unmetered Service Outside City	33.55	33.55

Fees	Fiscal Year 2012-2013 Current	Fiscal Year 2013-2014 Proposed
PUBLIC WORKS –Sewer Rates		
Metered Service Inside City	16.91 plus 3.93 per 1,000 gal	16.91 plus 3.93 per 1,000 gal
Metered Service Outside City	20.23 plus 5.04 per 1,000 gal	20.23 plus 5.04 per 1,000 gal
Unmetered Service Inside City	36.56	36.56
Unmetered Service Outside City	45.43	45.43
Service when meter is in disrepair is an average of bill for the last six months of metered service		
PUBLIC WORKS – STAGE RENTAL*		
Non-profit organizations	\$50.00	\$50.00
Non-resident/organizations	\$100.00	\$100.00
<i>*Liability Insurance Required</i>		
PUBLIC WORKS - CEMETERY		
Southview Cemetery	\$330.00 per burial space	\$330.00 per burial space
Popular Springs Cemetery	\$1,500 per burial space	\$1,500 per burial space
Record Transfer of a Burial Lot or Space by a Person Other than a Devisee or Heir at Law of the Owners	\$25.00	\$25.00
ADMINISTRATIVE SERVICE FEES		
TREASURER		
Return Check	35.00	35.00
Set Off Debt	25.00	25.00
Vehicle License Fee	20.00	20.00
Fees	Fiscal Year 2012-2013 Current	Fiscal Year 2013-2014 Proposed
Yard Sale Permit	1.00	5.00
DMV STOP (\$20 submitted to DMV)	40.00	40.00
COMMISSIONER OF THE REVENUE		
Copies	0.25	0.25
Assessment Cards	0.25	0.25
Tax Maps (legal size) per sheet	1.00	1.00
AMBULANCE SERVICES		
Basic Life Support	450.00	450.00
Advanced Life Support 1	550.00	550.00
Advanced Life Support 2	800.00	800.00
Mileage Rate to Hospital	13.00 per mile	13.00 per mile

Fees	Fiscal Year 2012-2013 Current	Fiscal Year 2013-2014 Proposed
UTILITY BILLING & COLLECTIONS SERVICES		
Deposit – Residential Gas/Electric	200.00/400.00	200.00/400.00
Deposit – Commercial	Average 2 months of usage at facility	Average 2 months of usage at facility
Meter Fee for Any Service Type	20.00	20.00
New Account Installation-Electric	0	0
New Account Installation – Water & Sewer	0	0
New Account Installation – Waste Collection	0	0
Late Fee if Not Paid on the 20 th	0	0
Reconnection Fee for Cut Off List	50.00	50.00
Business Hours Reconnection Fee	50.00	50.00
After Hours Reconnection Fee	75.00	75.00
Second Trip Charge	0	0
Meter Tampering Investigation	100.00	100.00
Return Check Charge	35.00	35.00
Reprinting of Bill	0.00	0.00

Proposed Amendment to City Ordinance 8-14(a) to Increase Electrical Rates and Deposits

Motion

The Council of the City of Franklin does ordain that the Franklin City Code 8-14 (a) shall be amended to set the monthly electrical rates for the non-fuel charge component for the kWh energy charge and the kW demand charge for all billings after July 1, 2013 in the following categories of users:

Sec. 8-14. Electrical rates and deposits.

(a) The following monthly electrical rates are hereby established for the following category of users:

Residential Rate – “Schedule RS-401” :

June-September

A. Basic Customer Charge:	\$7.98
B. Plus KWH charge:	
First 800 KWH	\$0.09702 per KWH
Excess over 800 KWH	\$0.10994 per KWH

Winter Rate – October-May

A. Basic Customer Charge:	\$7.98
B. Plus KWH charge:	
First 800 KWH	\$0.09702 per KWH
Excess over 800 KWH	\$0.07835 per KWH
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.	

Small General Service Rate – “Schedule SGS 405” :

A. Basic Customer Charge:	
Single Phase	\$12.61
B. Plus kWh charge:	\$0.07863 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.	

Small General Service Rate – “Schedule SGS 406” :

A. Basic Customer Charge:	
Three Phase	\$22.42
B. Plus kWh charge:	\$0.07863 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.	

Medium General Service Rate– “Schedule MGS-I 451/551:”

A. Basic Customer Charge: Single Phase	\$49.50
B. Plus kWh Charge:	\$0.06439 per kWh
C. Plus kW demand charge:	\$5.99 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.	

Medium General Service Rate – “Schedule MGS-I 453/553:”

A. Basic Customer Charge: Three Phase	\$99.00
B. Plus kWh Charge:	\$0.06439 per kWh
C. Plus kW demand charge:	\$5.99 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.	

Medium General Service Rate – “Schedule MGS-D 404/504:”

A. Basic Customer Charge: Single Phase	\$45.00
B. Plus kWh Charge:	\$0.04262 per kWh
C. Plus kW demand charge:	\$13.17 per kW

D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Medium General Service Rate – “Schedule MGS-D 407/507”:

- A. Basic Customer Charge: Three Phase \$90.00
- B. Plus kWh Charge: \$0.04262 per kWh
- C. Plus kW demand charge: \$13.17 per kW
- D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Large General Service Rate – “Schedule LGS 403/503” :

- A. Basic Customer Charge \$247.50
- B. Plus kWh Charge: \$0.03886
- C. Plus kW Charge: \$14.42 per kW
- D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Municipal Service Rate – “Schedule MS 408” :

- A. Basic Customer Charge:
 - Single Phase \$16.50
- B. Plus kWh charge: \$0.08650 per kWh
- C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Municipal Service Rate – “Schedule MS 409” :

- A. Basic Customer Charge:
 - Three Phase \$26.13
- B. Plus kWh charge: \$0.08650 per kWh
- C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Church and Synagogue Rate – “Schedule CS 418” :

- A. Basic Customer Charge: \$12.38
- B. Plus KWH charge:
 - First 3000 KWH \$0.09120 per KWH
 - Excess over 3000 KWH \$0.13507 per KWH
- C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Church and Synagogue Rate – “Schedule CS 419, 429, 440” :

- A. Basic Customer Charge: \$22.00
- B. Plus KWH charge:
 - First 3000 KWH \$0.09120 per KWH
 - Excess over 3000 KWH \$0.13507 per KWH
- C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

OUTDOOR LIGHTING SERVICE

Rate Schedule: OLS

High Pressure Sodium	
100 W	\$11.00 per month
150 W	\$13.50 per month
250 W	\$18.75 per month
400 W	\$28.00 per month
1,000 W	\$44.00 per month
Metal Halide	
1,000 W	\$39.25 per month



STORMWATER MANAGEMENT FEES

THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA DOES ORDAIN AS FOLLOWS:

That Section 25.7-7 (c) Procedures and Fees of CHAPTER 25.7 STORMWATER MANAGEMENT of the City of Franklin is hereby amended to read as follows:

FISCAL YEAR 2012-2013 CURRENT

Sec. 25.7-7. - Procedures and fees.

- (c) 1. Fees to cover costs associated with implementation of a Virginia Stormwater Management Program (VSMP) related to land disturbing activities and issuance of general permit coverage and VSMP authority permits shall be imposed in accordance with Table 1. When a site or sites has been purchased for development within a previously permitted common plan of development or sale, the Applicant shall be subject to fees (“total fee to be paid by applicant” column) in accordance with the disturbed acreage of their site or sites according to Table 1. The following processing fees will be collected at the time the stormwater management plan or application for waiver or variance is submitted:

~~\$300.00 for the first 20,000 square feet of land area or any portion thereof, plus \$2.00 per 1,000 square feet of land area in excess of 20,000 square feet. There shall be a reinspection fee for any reinspection after the second reinspection in the amount of \$50.00.~~

FISCAL YEAR 2013-2014 PROPOSED

Sec. 25.7-7. - Procedures and fees.

- (c) 1. Fees to cover costs associated with implementation of a Virginia Stormwater Management Program (VSMP) related to land disturbing activities and issuance of general permit coverage and VSMP authority permits shall be imposed in accordance with Table 1. When a site or sites has been purchased for development within a previously permitted common plan of development or sale, the Applicant shall be subject to fees (“total fee to be paid by applicant” column) in accordance with the disturbed acreage of their site or sites according to Table 1. The following fees will be collected at the time the stormwater management plan or application is submitted:

Table 1: Fees for permit issuance

<u>Fee type</u>	<u>Total fee to be paid by Applicant</u>
<u>General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre.)</u>	<u>\$290</u>
<u>General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 Acres)</u>	<u>\$2,700</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)</u>	<u>\$3,400</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing [Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres]</u>	<u>\$4,500</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)</u>	<u>\$6,100</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)</u>	<u>\$9,600</u>

- (1) Fees for the modification shall be imposed in accordance with Table 2. If the general permit modifications result in changes to stormwater management plans that require additional review by the City of Franklin, such reviews shall be subject to the fees set out in Table 2. The fee assessed shall be based on the total disturbed acreage of the site. In addition to the general permit modification fee, modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial permit fee paid and the permit fee that would have applied for the total disturbed acreage in Table 1.

Table 2: Fees for the modification & Discharges of Stormwater from Construction Activities

<u>Type of Permit</u>	<u>Fee Amount</u>
<u>General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)</u>	<u>\$20</u>
<u>General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 and less than 5 acres)</u>	<u>\$200</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)</u>	<u>\$250</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres)</u>	<u>\$300</u>

<u>equal to or greater than 10 acres and less than 50 acres)</u>	
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)</u>	<u>\$450</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)</u>	<u>\$700</u>

- (2) The following annual permit maintenance shall be imposed in accordance with Table 3, including fees imposed on expired permits that have been administratively continued. With respect to the general permit, these fees shall apply until the permit coverage is terminated.

Table 3: Permit Maintenance Fees

<u>Type of Permit</u>	<u>Fee Amount</u>
<u>General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)</u>	<u>\$50</u>
<u>General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than 1 acre and less than 5 acres)</u>	<u>\$400</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)</u>	<u>\$500</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)</u>	<u>\$650</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)</u>	<u>\$900</u>
<u>General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater 100 acres)</u>	<u>\$1,400</u>

General permit coverage maintenance fees shall be paid annually to the City of Franklin, by the anniversary date of general permit coverage. No permit will be reissued or automatically continued without payment of the required fee. General permit coverage maintenance fees shall be applied until a Notice of Termination is effective.

- (3) The fees set forth in Subsections (1) through (3) above, shall apply to:
- (a) All persons seeking coverage under the general permit.
 - (b) All permittees who request modifications to or transfers of their existing registration statement for coverage under a general permit.

- (c) Permit and permit coverage maintenance fees outlined under Section 1-15 (c) may apply to each general permit holder.
- (4) No general permit application fees will be assessed to:
 - (a) Permittees who request minor modifications to general permits that does not substantially alter general permit conditions, substantially increase or decrease the amount of surface water impacts, increase the size of the operation, or reduce the capacity of the facility to protect human health or the environment. Permit modifications at the request of the permittee resulting in changes to stormwater management plans that require additional review by the Administrator shall not be exempt pursuant to this Section.
 - (b) Permittees whose general permits are modified or amended at the initiative of the Department, excluding errors in the registration statement identified by the Administrator or errors related to the acreage of the site.
- (5) All incomplete payments will be deemed as nonpayments, and the applicant shall be notified of any incomplete payments. Interest may be charged for late payments at the underpayment rate set forth in §58.1-15 of the Code of Virginia and is calculated on a monthly basis at the applicable periodic rate. A 10% late payment fee shall be charged to any delinquent (over 90 days past due) account. The City of Franklin shall be entitled to all remedies available under the Code of Virginia in collecting any past due amount.

This ordinance shall be effective on July 1, 2013.



TO: Randy Martin, City Manager

FROM: Melissa D. Rollins *Melissa D. Rollins*

DATE: June 19, 2013

SUBJECT: Public Works Roof Renovation & Repair Bids

Bids were received on the City’s Invitation for Bids for roof repairs to various city buildings and to the public works buildings on June 7, 2013. The results of the bid are as follows:

IFB #2013-05	BID PRICE
Roof Repairs - Public Work Buildings	\$ 104,437.0
IFB #2013-04	
Roof Repairs - Various City Buildings	
Fire Station	\$ 39,900.0
Library	\$ 59,900.0
Health Dept	\$ 14,900.0
Social Services	\$ 45,900.0
Total Various City Buildings	\$ 160,600.0
Total All Buildings	\$ 265,037.0
Total Budget Allocation	\$ 364,600.0
Remaining Balance	\$ (99,563.0)

Required Action by Council: Accept the bids as received on Invitation for Bid #2013-05 in the amount of \$104,437 and #2013-04 in the amount of \$160,600. The total cost for both bids is within the budgeted allocation in the New Money Project Funding.

The City intends to award the bid to Revelle Builders for IFB#2013-05 and to Frett’s Construction for IFB# 2013-04 on Friday, June 21, 2013.

OLD/NEW BUSINESS

- A. Ward 6 School Board Appointment**
- B. Consideration of a Resolution Authorizing a Letter of Intent to the U.S. Army Corps of Engineers for a study to determine the feasibility of a flood risk management project in the City of Franklin**
- C. City Manager's Report**



*Office Of The City Attorney
H. Taylor Williams, IV*

June 20, 2013

FROM: H. Taylor Williams, IV
TO: Members of City Council
RE: Appointment of Ward 6 Representative to the Franklin City School Board

On June 10, 2013, Council held a regular council meeting and scheduled a Public Hearing for the purpose of receiving nominations for the vacant Ward 6 School Board seat. Council received the name of Dawna Walton in nomination. On June 17, 2013, Council held a called meeting for the purpose of interviewing the nominee for the Ward 6 School Board seat. At the regular meeting scheduled for June 24, 2013, Council will need to consider appointing Dawna Walton as the Ward 6 School Board representative to fill the vacancy created by resignation. The appointment would cover the time beginning June 24, 2013 and ending June 30, 2015. The appointee would be eligible for reappointment.

H. Taylor Williams, IV
City Attorney

Memorandum

To: Honorable Members of Council

CC: R. Randy Martin, City Manager

From: Donald E. Goodwin, CBO, CFM, Director of Community Development

Date: 6/19/2013

Re: Resolution / U.S. Army Corps of Engineers / Feasibility Study

As a follow up to Council's discussion with Vince Holt during your last council meeting, a resolution has been drafted for your consideration. As stated in the resolution there is no binding commitment upon Council at this point for any cost. This resolution authorizes the Mayor to send a letter of interest to the U.S. Army Corps of Engineers to draft a Project Management Plan and Feasibility Cost Sharing Agreement to initiate a feasibility study to investigate flood risk management opportunities for review and consideration by the City.

DEG

RESOLUTION # 2013 - _____

RESOLUTION AUTHORIZING A LETTER OF INTENT TO THE U.S. ARMY CORPS OF ENGINEERS FOR A STUDY TO DETERMINE THE FEASIBILITY OF A FLOOD RISK MANAGEMENT PROJECT IN THE CITY OF FRANKLIN

WHEREAS, there have been three significant floods within the City of Franklin (City), to include August 1940, September 1999 and October 2006; and

WHEREAS, the U.S. Army Corps of Engineers (USACE) has completed a Reconnaissance Phase, Section 905(b) Analysis, Chowan River Basin, North Carolina and Virginia, dated January 2012, identifying a positive Federal interest in a Feasibility study to address flood risk management needs within the City; and

WHEREAS, the 2011 update of the City of Franklin All-Hazards Mitigation Plan, identified 433 structures partially or completely within the 1% annual chance floodplain, with 19 structures within the floodway; and

WHEREAS, a Letter of Intent from the City to USACE requesting a feasibility study to investigate flood risk management opportunities for review and consideration by the City does not obligate the City to the expenditure of any funds.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA THAT:

The Mayor is hereby authorized to send to the USACE a Letter of Intent to draft a Project Management Plan and Feasibility Cost Sharing Agreement to initiate a feasibility study to investigate flood risk management opportunities for review and consideration by the City.

Adopted this 24th day of June, 2013

Raystine Johnson-Ashburn, Mayor

ATTEST: _____
R. Randy Martin, City Manager

COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS